

# Wethersfield, Connecticut

# **Emergency Operations Plan**

Initial Effective Date: May 1, 2004

Revision Date: July 18,2008

Submitted By:

Richard T. Fippinger,
Emergency Management Director

Date: July 18, 2008

Approved By:

Bonnie Therrien,
Town Manager

Date: 7-2108

Revision Date: July 18, 2008

#### INTRODUCTORY MATERIALS

#### A. AUTHORITY AND PROMULGATION:

Authority for this plan of emergency operations is contained in Title 28, Chapter 517, of the Connecticut General Statutes, as amended.

This Emergency Operations Plan for the town of Wethersfield, Connecticut is effective upon signing by the Chief Executive Officer of the municipality.

This plan supersedes the previous emergency operations plan dated: July 9, 2001.

#### **B.** PLAN DISTRIBUTION:

Upon approval of this Emergency Operations Plan by the Chief Executive Officer, the Emergency Management Director shall insure prompt distribution of the plan to the following agencies and organizations:

Chief Executive Officer (Town Manager)

Wethersfield Town Clerk

Wethersfield Town Counsel

**Emergency Management Director** 

Board of Finance

Police Department

Fire Department

**EMS-WVAA** 

Fire Marshal

Health Director-Central Connecticut Health District

Physical Services Director

Superintendent of Schools

**Building Official** 

Director of Social Services

American Red Cross

Local Chapter of the Salvation Army

Public Utilities serving the community

State Area Office of Emergency Management (Region #3)

CROG/CREPCE

Ct. Dept. Emergency Management & Homeland Security (State Armory)

The Emergency Management Director shall also ensure that all updates to this plan, approved by the Chief Executive Officer, are promptly distributed to the agencies and organizations listed above.

#### C. APPROVAL BY STATE OFFICE OF EMERGENCY MANAGEMENT

Pursuant to Section 28-7 of the CGS, the municipality shall submit its emergency operations plan as approved by the local emergency management director and the local chief executive officer to the State Director of Emergency Management.

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### D. RECORD OF CHANGES:

Change Number	Change Date	Change Made By:
Added Annex A - Command & Control	All Made Prior to 3/07	RTF
Added Annex E – Evacuation		
Added Annex F - Shelter & Mass Care		
Added Annex H – Religious Support		
Added Appendix 1 – Added Glossary		
Added Appendix 2 – Planning & Overview of En	nergency Program-Wethersfield	
Added Appendix 3 - Call Up List (CONFIDENT	TAL) Not Attached to Public Docum	ent
Added Appendix 4 - Public Officials List		
Added Appendix 5- All Hazard Staffing Chart W	7ith Names (Full EOC Staffing)	
Added Appendix 6 – Original Signature Page – T	Town Manager & EMD	
Added Appendix 7 – Unified Command Chart- C	entral CT. Health District	
Added Appendix 8 - Motor Vehicle Local Point	of Distribution	
Added Appendix 9 - Mill Woods Park Local Poin	nt of Distribution	
Added Emergency Planning Overview (Mutual A	Aid, Red Plan)	
Added Annex I Pet Annex (7/08)		
Full Plan Review Including Existing Annexes	March, 2007	RTF
	1 1 2000	RTF
	July, 2008	KII

In Process: Communications Annex ( Drafted)

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### I. AUTHORITY:

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Authority for this plan is contained in Title 28, Chapter 517 of the General Statutes of Connecticut as amended, the State of Connecticut Emergency Operations Plan and such Executive Orders, Local Ordinances, Charter Provisions or Special Acts as may be applicable.

#### II. MISSION:

To maximize survival of people, prevent and/or minimize injuries, and preserve property and resources in the Town of Wethersfield by making use of all available personnel, equipment, and other resources in the event of natural or man-made disasters or enemy attack.

**III. PURPOSE:** The purpose of this Emergency Operations Plan is to:

- A. Provide for direction and control and the continuity of government in disaster situations. (The guiding Model for this Plan in The National Incident Command System (NIMS) and all actions will follow their procedures and format.)
- B. Provide for the integration of resources and capabilities of town government and the private sector for hazard mitigation, survival and recovery operations when any disaster threatens or occurs.
- C. Define the role and responsibilities of local government, quasi-government organizations and private agencies for the preparation and conduct of emergency operations prior to, during or after a disaster, whether man-made, natural, technological, nuclear or other enemy attack.
- D. Provide a basis for the preparation of detailed emergency operating procedures and training by local government, and support organizations assigned emergency responsibilities.

#### IV. SITUATION AND ASSUMPTIONS:

#### A. SITUATION

The Town of Wethersfield operates under a Council-Manager form of government. This form of government was adopted in 1953. The legislative function is performed by a nine member Town Council elected biennially for a two-year term. The council has minority representation. The Town Council elects one of its members to the position of Mayor of Wethersfield. The Town Manager is appointed by the Town Council for an indefinite term.

The Town Manager is the Chief Executive Officer of the town and is Director of Public Safety. town departments, with the exception of the Board of Education, Town Clerk, Town Library, Fire Marshal, and Town Attorney, are responsible to the Town Manager.

Wethersfield is situated in central Connecticut, in Hartford County. Covering an area of 13.5 square miles (8,597 acres) on the west bank of the Connecticut River, it lies immediately south of the City of Hartford, the State Capitol. Other bordering towns include Newington to the west, Rocky Hill to the south and Glastonbury across the Connecticut River on the east.

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Wethersfield is located entirely within the central lowlands of Connecticut and presents a gently rolling topography with numerous extensive level areas and elevations generally below 200 feet. The altitude extremes are 10 feet above sea level to 300 feet above sea level. The higher elevations area found in the northwest corner of the town. The Connecticut River, which forms the towns eastern border, together with its minor tributaries, Goff and Folly Brooks, provide the principal surface drainage system. The average annual temperature is 50.1 degrees and the average annual rainfall amounts to 40.48 inches.

The resident population of the town is approximately 26,000 people. Distribution of the population is generally even throughout the town with the exception of the areas east of Interstate 91. East of Interstate 91 the flood prone areas adjacent to the Connecticut River *are* not for dwellings. The flow of residents to jobs outside the town is offset by the influx of people working at the various state office buildings in Wethersfield.

The town is basically a suburban residential community. There are 11,454 single-family homes. The homes are generally frame-constructed units with basements. Apartment buildings, consisting of 1,188 units, are located in all sections of town. Almost all apartment buildings are of steel masonry construction and generally limited to three stories. One apartment building is twelve stories in height. There are 172 town house units located in the eastern section of the town which are built of frame and masonry construction. There are eighteen condominium complexes, consisting of 943 units, located throughout the town. There are nine motels located on the Berlin Turnpike (Routes 5 & 15) at the western section of town, all masonry constructed. The town has a senior citizen low-income housing project in the southerly center section of town, of masonry construction. The town also has two moderate-income housing projects; one in the southern and one in the northern part of Wethersfield. These frame-constructed units provide housing for 158 families.

Commercial buildings are primarily located on or adjoining the two state highways at the eastern and western sections of town. These buildings vary from one to six stories in height and most of them are of steel, concrete and masonry construction. Putnam Park, which holds one of the offices for the Senator of CT., is located along the CT. River and is in a flood zone. There are five major shopping areas in town composed of one-story buildings of steel, concrete and masonry construction.

Wethersfield has only a few industrial buildings. The principal industries area involved with the manufacture of precision tools and metal fabrication.

Located in the northern section of the town near the City of Hartford are three major state buildings. They are the State Labor Department, the Department of Corrections and the Motor Vehicle Department. These buildings area all three stories in height and of steel, concrete and masonry construction. SNET Co. switching station is located in the central section of the town. Department of Transportation highway garage is located in the western section of the town.

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There are two major limited-access highways in town, Interstate 91 and Routes 5 & 15 (the Wilbur Cross Highway). Interstate 91, a six lane divided highway running in a north-south direction, borders the town on the east and is located between the Connecticut River and the developed area of town. There is a major interchange at the Rocky Hill town line and access ramps midway through the town. The Wilbur Cross Highway, a four lane divided highway also runs in a north-south direction. Prior to the construction of Interstate 91, the Wilbur Cross Highway was the main New York-Boston route. It is situated in the northwesterly section of town and runs from the Newington town line to the Hartford city line, where it converges into Interstate 91. Other major north-south highways are the Silas Deane Highway (Route 99), Maple Street (Route 3) and the Berlin Turnpike (Routes 5 and 15). East-west highways include Jordan Lane (Route 314), Nott Street, Wells Road (Route 175) and Prospect Street (Route 287). There are 116 miles of improved roads in Wethersfield. The town maintains 104 miles of roads.

Regularly scheduled bus transportation is provided by ConnDot. There are six bus routes all of which are primarily north-south routes. Taxi service is available from several cab companies operating in the greater Hartford area. The school department utilizes 13 school buses on a contractual basis.

A single track of the Providence and Worchester Railroad Co. (presently one train a week) runs through Wethersfield north to south from Hartford to Middletown. This line is a freight service and connects with the main Penn Central Railroad in Hartford 3.5 miles north of the Wethersfield town line. There are four spurs servicing warehouse storage or industrial complexes for freight cargo. There is no rail passenger service available in the town.

The major international airport in Connecticut is Bradley International Airport, located approximately 20 miles north of Wethersfield and accessible by Interstate 91. This installation is also the home of the 103<sup>rd</sup> Tactical Fighter Group. Also immediately adjacent to Wethersfield, in Hartford, is Brainard Airport. This facility is primarily for small private aircraft.

Major waterways in Wethersfield include the Connecticut River which is navigable by barges, tugs and other shallow draft vessels. It runs in a north-south direction. Wethersfield Cove is the largest navigable body of water in town. It is approximately 50 acres in size and is used for recreational purposes. Its water, however, is not suitable for drinking or swimming. The 1860 Reservoir, situated in the southwestern portion of town, is approximately 30 acres in size. It is not navigable or suitable for swimming or drinking. Goff Brook, in the southern portion of town, runs easterly and is formed by two tributaries, Two Stone and Collier Brooks. Goff Brook contains the following ponds: Murphy Pond, Griswold Pond, Mill Woods Pond and Bell Pond. It empties into the Connecticut River. Beaver Brook starts at the northern edge of town and runs southerly finally emptying into the Connecticut River. None of the brooks or ponds are navigable nor is the water potable.

Two dams are located on Goff Brook. Murphy pond Dam impounds approximately two acres of water and is about eight feet high. Bell Pond Dam impounds about three acres of water and is 16 feet high. No disaster would result if any of the dams were to be severely damaged.

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Drinking water is provided by the Metropolitan District Commission. The reservoirs are located in New Hartford and Barkhamstead. The water system is a gravity flow system.

Wethersfield has a full-time paid police department consisting of a Chief, four lieutenants, six sergeants, 45 sworn officers, 11 civilians and 22 school crossing guards. The department has 15 two-way radio equipped sedans. Each two-way radio has a multi-channel capability and operates on the 800 megahertz band in a fully trunked system. Police vehicles can communicate on the Wethersfield police frequency and multiple Hartford County frequencies. The central communications system accommodates all police, ambulance, fire and emergency calls in on location. Portable radios, furnished to each patrolman, keep the officer in constant touch with the communications system . The "911 Enhanced Emergency Telephone System" services the town. The Police Dept has a Marine Patrol Boat that provides first aid to boaters and enforces boaters regulations. The Police Dept. Marine Patrol operates from May until October. The police station is located 250 Silas Deane Highway. A 100 kW emergency generator is situated in the Police Station and available for use by the department. Wethersfield maintains a volunteer fire department of three line companies. Each line company has three pieces of major equipment and operates from one of the three-town-owned stations located in the northeast, northwest and southern sections of the town. Line companies have a captain, three lieutenants and approximately ninety authorized members. There are three cities in Connecticut with an "A" fire rating and twelve communities with a B-4 rating (the second highest) as determined by fire insurance companies. Wethersfield's Department is the only volunteer organization with a Class-3 rating; the other 11 communities are paid, full-time units. The volunteer department is the oldest volunteer department in the United States in continuous existence. Because of this rich heritage and tradition and nationally recognized achievement, it is expected that a volunteer department will continue indefinitely.

The Emergency Services Department consists of an Emergency Management Director and one assistant and other command post staff volunteers.

There are no hospitals in Wethersfield. Residents are provided hospital care at the hospitals in Hartford and other nearby communities. The nearest general hospital with emergency room facilities is Hartford Hospital. This hospital is within five minutes driving time from the center of Wethersfield. There is a 310-bed nursing home located on Jordan Lane. The Visiting Nurses Association of Greater Hartford provides public health care to local residents.

Ambulance service is provided by the Wethersfield Volunteer Ambulance Association Incorporated and one private ambulance firm. The volunteer ambulance association consists of approximately 55 trained members and 2 ambulances and are on call from 6:00 p.m. to 6:00a.m. on weekdays and 24 hours a day on weekends and holidays. There are other out-of-town based ambulance agencies available in addition to the volunteer squad. The primary back up service is provided by a commercial ambulance, which retains a facility in town. This commercial service provides <u>full service</u> between the hours of 6:00 a.m. to 6:00 p.m. and Paramedic <u>service only</u> on a 24-hour basis, 7 days per week, and works in conjunction with the Volunteer Assoc.

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Public educational facilities in the town include four elementary schools, one kindergarten center, two middle schools and one senior high school. The total enrollment of these schools is approximately 3566 students. A parochial school, The Corpus Christi School, has an enrollment of 517 students is grades K through 6 and 82 students in grades 7 to 9. A behavioral school, Ct. Children's Medical Center School, is located Jordan La. A school for the hearing impaired, C.R.E.C. Sound Bridge, is located on Progress Dr. There are also several private nursery schools. All of the public schools have kitchen facilities, one of the public schools is an all electric school. School bus transportation is provided by Double A Transportation in Rocky Hill. News media communication is readily available to citizens in all forms. Two large daily newspapers with international, state and local news afford readers complete coverage. The Hartford Courant and its counterpart, New Britain Herald, publish in the morning. The Wethersfield Post is a weekly newspaper and The Wethersfield Life, which is published monthly, furnishes their readers an in depth review of much local news not covered by the two daily papers. Radio stations WTIC, WCCC, WDRC, WPOP, WKSS, WRCH, WRYM cover all major networks as do television stations WFSB (Channel 3 in Hartford), WTIC (Channel 61 in Hartford) and WVIT (Channel 30 in West Hartford) and WTNH (Channel 8 in New Haven). Both radio and television are abound in the area and in other nearby cities. A number of Massachusetts television stations area easily picked up on television in town. A community access channel is also available to the Town (Cable Channel 14) on a 24 hour basis. A web site at www.wethersfieldct.com is readily available. A government access channel (Channel 16) broadcasts local government news and important town meetings.

Utility companies serving Wethersfield include The Hartford Electric Light Company(A local subsidiary of Northeast Utilities), ATT, COX Communications(Cable TV), The Connecticut Natural Gas Company and the Metropolitan District Commission. An overhead high-tension cable system runs in a north-south direction along the Penn Central Railroad track and services towns to the south of Wethersfield. Gas is supplied to users throughout the town. CNG has a high-pressure liquefied gas storage tank at Rocky Hill, an adjacent community, and maintains a high-pressure gas main, which runs across the southwest corner of the town. A jet line pipe (previously mentioned), carries fuel and runs from the port of New Haven to Westover Air Force Base in Massachusetts. This jet line passes through Wethersfield and runs in a north-south direction adjacent to the railroad track. The Metropolitan District Commission provides drinking water, a fire hydrant system throughout the town and the sewer system.

There are two bulk plants, also known as tank farms, in the community adjoining each other, adjacent to the Connecticut River. Supplies are brought in by tank barges, tank trucks and the jet line. These bulk plants have a combined storage capacity of 9,129,958 gallons of fuel oil and 13,909,189 gallons of gasoline. There are 19 gasoline service stations in town. All gasoline service stations are located on the two state highways at the eastern and western sections of town. The gasoline stations have a variable capacity of from 12,000 to 20,000 gallons of fuel.

There are 13 retail food outlets in Wethersfield. Four of the retail grocery stores are of the large supermarket variety. Drugs can be obtained at many drug stores in the community.

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The electric transmission lines and the major sub-station are regarded as potentially hazardous. Failure of the electric transmission lines would be of limited significance if alternate routes for transmission of electric power remain in service. Loss of local electric distribution systems can occur in severe wind or ice storm conditions and would be discomforting to many Wethersfield families. As the use and transportation of radioisotopes in Connecticut increases, the hazard of accident or incident also increases. The Wethersfield Emergency Operations Plan recognizes that radiological hazards can occur that continues to require the development of special skills in Radiological Monitoring by emergency personnel and of supporting systems and equipment to effectively confront this hazard. In a homeland security/civil preparedness emergency, Wethersfield is in the 34 town group comprising the Connecticut Office of Emergency Management, Area III. In anticipation of the need for reducing the response time for assistance from agencies of State Government or the Connecticut National Guard, Wethersfield will inform the Area III office immediately of the nature of the developing emergency and the nature of assistance likely to be needed. Communications with the Area III office in Rocky Hill are available through the State Area III system or by telephone. Assistance by state agencies may be secured by requests to the Area III office, or through normal points of contact which operate on a daily basis to state agencies with operational jurisdictions serving Wethersfield. In either case, the Area III office will be kept continuously informed of steps taken to secure aid in major emergency situations.

The Wethersfield emergency operations plan is designed to provide for patterns of leadership and response to the most likely hazards created by nature or man, as well as those which are only possible threats to the lives and property of the people of Wethersfield.

The Town of Wethersfield is vulnerable to many types of disaster including hurricane effects, severe wind and ice storms, blizzards, floods, power outages, forest and wildland fires. Chemical and other hazardous materials incidents/accidents on site or motor transportation, radiological accidents, explosions, air disaster and transportation accidents are a possibility. Tornadoes, earthquakes, public demonstrations, civil disturbances and enemy attack must also be considered as potential disaster possibilities. Floods pose the greatest threat to the town since the Connecticut River borders one side of the town. In a nuclear attack situation, although not likely to be the recipient of a direct hit, prevailing winds would make it necessary for the population to seek and use all available protection from radioactive fallout.

The close proximity of the town to the large metropolitan area of Hartford suggests the possibility of a large influx of people from the Hartford area if disaster should strike the city. Air crashes may constitute a serious threat due to the location of two nearby airports and the fact that Wethersfield would be in the holding pattern for Bradley International Airport.

#### B. ASSUMPTIONS

The following assumptions with regard to disaster emergency situations may be made: (the numbering sequence does not denote the order of importance of these assumptions.)

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- 1. An emergency or disaster (natural, man-made, technological, nuclear or other military attack on the United States) can affect the town at any time.
- 2. The town can be affected by radioactive fallout in the event of nuclear attack.
- 3. A hurricane, tornado, wind storm, electrical storm, severe ice and/or snow storm, blizzard, etc. affecting the town can cause the loss of power, telephone service, and other utilities and result in a major threat to government operations and the health and safety of people within the town.
- 4. The resources normally available within the town may not be sufficient to respond to a major emergency and/or disaster. Therefore, outside assistance may be necessary.
- 5. Some advanced warning may be received in natural and man-made disasters.
- 6. In an emergency and/or disaster simultaneously affecting other communities and/or the state, outside assistance may not be available. Therefore, local government will have to do the best it can with available resources to maximize the survival of people, prevent and/or minimize injuries and preserve property and resources within the town.

#### V. ORGANIZATION:

(The Disaster Emergency Operations Chart of Organization, All-Hazards, is Appendix 7 of this plan document).

#### A. CHIEF EXECUTIVE OFFICER'S EMERGENCY RESPONSIBILITIES

- 1. The Town Manager, or the person legally administering this office, is the Chief Executive Officer of the town.
- 2. As Chief Executive, the Town Manager has the responsibility to carry out Emergency Management activities to protect life and property within the town prior to and during any emergency or disaster. When the emergency or disaster exceeds the town government's capability to respond, the Chief Executive will request assistance from other municipalities and, if necessary, from the State of Connecticut and the United States Government.

#### B. AUTHORITY OF THE CHIEF EXECUTIVE

- 1. The Chief Executive of the town has executive authority and direct control over all town departments, agencies and offices. This authority shall be limited only by the Governor
  - of the State of Connecticut in state-declared emergencies or the President of the United States of America in declared national emergencies.
- 2. The Chief Executive Officer has a cooperative relationship with agencies that are external to local government or are of a volunteer nature.

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#### C. ROLE OF THE EMERGENCY MANAGEMENT DIRECTOR:

- 1. The Emergency Management Director advises the Chief Executive on all Emergency Management matters and related laws, rules and regulations of Title 28 of the Connecticut General Statutes, the Federal Civil Defense Act of 1950, and the Federal Natural Disaster Relief Act of 1974. He/she plans, develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions:
  - a. Emergency Organization, Planning and Management;
  - b. Direction, Control and Warning;
  - c. Population Protection;
  - d. Training and Exercising.
- 2. As a staff person to the Chief Executive, the Emergency Management Director will coordinate the Emergency Management (Civil Preparedness) forces of the town in the handling of a disaster emergency.

#### D. CIVIL PREPAREDNESS FORCES

For purposes of clarification, Title 28, Chapter 517, Section 28-1C of the General Statutes of Connecticut states the following: © "Civil preparedness forces" means any organized personnel engaged in carrying out civil preparedness functions in accordance with the provisions of this chapter or any regulation or order there under. All the police and fire forces of the state or any political subdivision of the state, or any part of any political subdivision, including all the auxiliaries of these forces, shall be construed to be a part of the civil preparedness forces. Any member of the civil preparedness forces who is called upon either by civil preparedness personnel or state or municipal police personnel to assist in any emergency shall be deemed to be engaging in civil preparedness duty while assisting in such emergency or while engaging in training under the auspices of the Office of Emergency Management or the State or Municipal Police Department, for the purpose of eligibility for death, disability and injury benefits as provided in section 28-14.

#### VI. CONCEPT OF OPERATIONS:

#### A. MITIGATION

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Mitigation is the process of taking measures designed to reduce or minimize the effects of natural or man-made hazards. The local government realizes the need to carry out mitigation efforts for the following hazards: hurricanes, blizzards, storms, floods, fires, power outages, chemical and other hazardous materials incidents/accidents. Therefore, the town has the following hazard reduction measures in place:

#### **MITIGATION MEASURES**

- 1. Departments, agencies and offices shall carry out hazard mitigation activities appropriate to their respective function by following Incident Command Procedures.
- 2. Restrict development in hazardous areas consistent with the degree of risk.
- 3. Promote fire prevention.
- 4. Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.
- 5. Encourage public safety efforts at all levels.
- 6. Maintain a reserve stock of sandbags and needed supplies when appropriate.
- 7. Develop and maintain all Hazards Shelter and Evacuation annexes with pre-designated evacuation and shelter facilities.
- 8. Mutual aid agreements with neighboring communities to share assistance and resources.
- 9. A Radiological Protection annex outlining decontamination procedures and availability of radiological instruments.
- 10. Promote professional development for emergency management and safety personnel.

#### B. INCREASED READINESS PHASE

The Increased Readiness Phase is that period of time from receipt of the initial notification of a potential emergency to the onset of the emergency. The length of time in an Increased Readiness Phase may vary from a few minutes to several weeks. All departments, agencies and offices of town government and supporting agencies will be alerted to the possibility of the impending disaster.

#### INCREASED READINESS ACTIONS.

# (The numbering sequence in the following actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

- The Chief Executive Officer (CEO) will call together such town department heads and other town
  officials and external agency representatives as deemed necessary in view of the nature of the
  emergency and will brief them on the situation. The CEO will activate this plan (see item VII) if
  appropriate and necessary and/or order such steps to be taken as may be appropriate for the
  situation.
- 2. Following the briefing all department heads and other persons involved will review their responsibilities outlined in this Emergency Operations Plan and their respective annexes and/or emergency operations procedures (departmental emergency plans).
- 3. Department heads will brief their personnel and review with them their responsibilities assigned by this plan and their departmental annex and/or emergency operations procedures. They will then make preparations for the mobilization of their personnel as appropriate and necessary.

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- 4. The Emergency Operations Center (EOC) will be activated and maintained on a stand-by basis pending further orders. Department heads will designate their representatives to the EOC.
- 5. All emergency equipment, supplies and resources will be inventoried, checked and readied for emergency operations (response vehicles will be filled with gas and oil; emergency generators will be started and tested; radiological monitoring and hazardous materials equipment, radios, flashlights, batteries, regulatory and safety signs, record forms, etcetera will be inventoried and checked for operational readiness).
- 6. Personnel, equipment, and resources will be readied for dispersal and where necessary, moved to appropriate locations on a stand-by basis according to the particular type of emergency.
- 7. The Emergency Management Director will coordinate the inspection of all communications and auxiliary generating equipment to ensure its operating capability.
- 8. News releases will be prepared for newspapers, radio and television to be used only when directed by the Chief Executive Officer.
- Preparations will be made to alert, if necessary, the entire population of the town, including organizations, agencies and/or groups serving the handicapped, elderly and non-English speaking residents.
- 10. School officials, public and private, present at the briefing by the Chief Executive Officer will take all necessary steps to safeguard the school population at any time that school is in session. Institutions and agencies not represented at the briefing will be alerted by the Emergency Management Director, if deemed necessary by the Chief Executive Officer.
- 11. In an emergency of a local nature, the State Office of Emergency Management (Region III) and communities with which mutual aid agreements exist will be alerted.
- 12. If the possibility of a nuclear attack is evident, training in Shelter Management and Radiological Monitoring will be accelerated
- 13. During this phase, the overall readiness of the Emergency Operations Center for operation on a 24-hour basis will be initiated.

#### C. EMERGENCY PHASE

The Emergency Phase is that period of time during which the emergency is occurring. Action will be taken immediately to evaluate the emergency, warn the population of the town, make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community. Some of the Emergency Phase actions may have been performed during the Increased Readiness Phase.

**EMERGENCY ACTIONS** (The numbering sequence in the Emergency Actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

- 1. Immediately alert the public affected. Provide them with whatever guidance or instruction is required to respond to the emergency. Make certain that emergency information is disseminated in a manner that is understandable to foreign language groups that may be present in town.
- 2. If necessary, activate this Emergency Operations Plan (see item VII, Plan Activation).

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- 3. If necessary, fully activate the Emergency Operations Center on a round-the-clock basis. Take appropriate steps for water, food and sleeping facilities if the emergency requires it.
- 4. Declare "State of Emergency" if appropriate and necessary.
- 5. Establish communications with the State Emergency Management Area Office and cities and towns with which mutual aid agreements are in effect.
- 6. Conduct emergency operations in the most efficient and expeditious manner possible using all available manpower, equipment, fallout protection and other resources.
- 7. Implement protective measures based on protective action guides and other criteria consistent with the recommendations of the Environmental Protection Agency (EPA), the Nuclear Regulatory Commission (NRC), etc.

#### D. RECOVERY PHASE

This phase is that period immediately following the emergency when actions will be taken to restore the community, to the greatest extent possible, to normal conditions. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Some recovery actions may commence during the Emergency Phase. In a nuclear emergency it may be necessary to precede all recovery operations with decontamination procedures, with the exception of urgent rescue operations.

**RECOVERY ACTIONS** (The numbering sequence in the following actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

- 1. Continue rescue operations. If a radioactive environment exists, ensure monitoring and decontamination when possible. Monitoring and decontamination should precede all other recovery operations.
- 2. Provide medical assistance to the sick and injured.
- 3. Arrange for temporary shelter, housing, food and clothing where necessary.
- 4. Provide transportation for people who are being relocated.
- 5. Make complete evaluation of the situation, including damage assessment and plan for restoration. Determine restoration priorities.
- 6. Certify buildings and/or areas as being safe for habitation.
- 7. Commence restoration of the town following established priorities.
- 8. Assist public utilities with the restoration of service where necessary and when requested.
- 9. Provide emergency mortuary service.
- 10. Maintain the Emergency Operations Center in operation until such time as the emergency and recovery operations no longer requires it.
- 11. Provide for protection from looting and vandalism.
- 12. Establish and maintain a disaster inquiry center.
- 13. Maintain facilities for the dissemination of information to the public.
- 14. Arrange for financial assistance where necessary to help residents and town government to recover from the disaster. This will be done in cooperation with state and federal agencies.
- 15. Destroy contaminated food, drugs and other material.

#### VII. PLAN ACTIVATION:

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#### A. DIRECTION AND CONTROL OF OPERATIONS

- 1. This Emergency Operations Plan (EOP) will be activated by the Chief Executive Officer of the town or anyone legally administering this office. In local emergencies that have the potential for developing into community disaster proportions, department heads or officials at the scene of the emergency will evaluate the situation and report to the Chief Executive Officer with recommendations for activation of the Emergency Operations Plan. Activation of the plan shall be substantially in the form outlined in Annnex A -Direction & Control.
- 2. Upon receipt of information that an emergency or disaster has occurred or is imminent, the Chief Executive Officer will notify all town government departments, agencies, offices and emergency services of the situation and will order such steps to be taken as may be appropriate for the emergency or disaster and in conformity with this plan and its annexes. External agencies shall also be given appropriate notice of the emergency.
- 3. Upon the activation of this EOP and/or upon the order of the Chief Executive each town department, agency and office, and each support organization shall carry out the missions assigned herein following the Concept of Operations (See Item VI.) and the overall contents of this plan.
- 4. 3. As Chief Executive of the town, the Town Manager (or the person legally administering office) will exercise executive authority and direct and control all local emergency/disaster operations. As the emergency situation requires, the Town Manager may make special assignments for the direction and control of operations. Such assignments will end immediately upon the termination of the emergency situation, or sooner if directed by the Town Manager. Under Title 28, Section 28-9 of Chapter 517, General Statutes of Connecticut, the Governor has the power to supersede the local Chief Executive in state declared emergencies. Departmental direction and control will be exercised by the department head or successor, or as directed by the Chief Executive.

#### B. OPERATIONAL CONTROL AND DIRECTION OF EMERGENCY FORCES

A distinction is made between (1) operational control and (2) direction of emergency forces. OPERATIONAL CONTROL consists of the functions of assignments of tasks, designation of objectives and priorities, and such other control necessary to accomplish the mission. DIRECTION OF EMERGENCY FORCES is retained at all times by the appropriate authority and includes the authority to commit to, or withdraw from, emergency operations. When local forces are operationally engaged within the town boundaries, both operational control and direction of emergency forces are retained. When local civil forces are sent to another community, operational control is exercised by the authority at the scene of the operation, but direction is retained by local authority. Conversely, forces sent to the aid of the town, civil or military, come under operational control of local authority, but remain under direction of the parent agency.

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#### VIII. CONTINUITY OF GOVERNMENT:

- **A**. In order to ensure continuity in operations of local government during a period of emergency resulting from disaster (natural, man-made or nuclear), the following line of succession of the Chief Executive Officer (CEO) shall prevail:
  - 1) Town Manager
  - 2) Acting Town Manager
  - 3) Director of Emergency Management
  - 4) Successors appointed by the Town Council according to the Charter.

During any period the Chief Executive Officer (CEO) is unable to fulfill the duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) of the Chief Executive of the town. The successor's powers and responsibilities shall terminate upon the return of the CEO.

**B.** Departmental lines of succession to ensure continuous leadership, authority and responsibility in emergency positions during emergency situations shall be in accordance with standard departmental succession procedures or as delineated in each departmental annex. A departmental successor will assume the department's duties and responsibilities outlined in this plan upon the absence or disability of the department head. The duties and responsibilities assumed by a successor shall terminate upon the return of the department head.

#### IX. MISSION ASSIGNMENTS:

#### A. The CHIEF EXECUTIVE OFFICER (CEO)

The Chief Executive Officer of the town is responsible for, but not limited to, the performance of the following functions under this plan:

- 1. Controlling all emergency operations functions in locally declared disaster emergencies following the NIMS process of Unified/Incident Command.
- 2. Determining the need for and ordering protective actions (shelter evacuation, etc.).
- 3. Activating this plan and designating the emergency operations center to be used for the emergency.
- 4. Declaring/terminating a local state of emergency.
- 5. Requesting Mutual Aid assistance from other municipalities and assistance and support from volunteer groups and\or organizations and the state and/or federal government if necessary and feasible.

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- 6. Coordinating with volunteer agencies, public utilities and other organizations external to town government.
- 7. Briefing of town department heads and support agencies on the nature and phase of imminent disaster situations.
- 8. Designating a Public Information Officer to handle and control all news and information issued by local government.
- 9. Directing overall emergency operations.
- 10. Coordinating recovery efforts such as establishing restoration priorities, planning for rebuilding of destroyed buildings, facilities, roads, highways, etc.
- 11. Coordinating rescue efforts, care of the sick and injured, and the preservation of life.
- 12. Establishing a decision-making chain for authorizing emergency workers to incur radiological and/or hazardous material exposure in excess of the Environmental Protection Agency's general protective action guides during rescue and other critical operations.
- 13. Authorizing re-entry into the hazard area following consultation with the Emergency Management Director, Police Chief, Fire Chief and Health Director.
- 14. Obtaining periodic emergency situation reports and providing continuous Direction and Control of emergency operations.

#### B. ALL DEPARTMENTS, AGENCIES AND OFFICES

All departments, agencies, and offices of the town government have common tasks as follows:

- 1. Developing and maintaining a current system for alerting, warning, mobilizing and recalling departmental personnel.
- 2. Developing and maintaining current Standard Operating Procedures (SOP's) and checklists addressing how the department, agency or office will accomplish its tasks assigned in this Emergency Operations Plan.
- 3. Obtaining and maintaining current local area maps and charts appropriate for use in carrying out the tasks assigned to the department, agency or office.
- 4. Providing operational, administrative and logistical support (food, water, fuel, etc.) to departmental personnel assigned duties related to the emergency and/or disaster.
- 5. Reporting damage observations and other emergency information (injuries, casualties, radiation levels, evacuation status, etc.) to the Emergency Operations Center.
- 6. Heads of departments, agencies and offices listed in attachment number 1 are responsible for designating and assigning a staff person to the Emergency Operations Center.
- 7. Protecting records essential for continuing government functions and the conduct of emergency operations.
- 8. Developing procedures for the protection of essential personnel and equipment during an emergency, including electromagnetic pulse protection of radio communications equipment.
- 9. Ensuring that departmental personnel have made provisions (pre-emergency) for their families during emergency situations.
- 10. Identifying and creating an inventory list of resources and equipment appropriate for use in special or critical facilities and in different types of emergencies and disaster situations.

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- 11. Radiological monitoring of departmental personnel and reporting of data to the Emergency Operations Center.
- 12. Maintaining radiological dose records for departmental response personnel; and ensuring that dosimeters are read at appropriate frequencies during radiological emergency situations.
- 13. Cooperating with Emergency Management Communications in the transmission of emergency information to and from the Emergency Operations Center.
- 14. Supporting recovery operations.
- 15. Cooperating with the Emergency Management Director in pre-emergency training of departmental personnel in Emergency Management, Radiological Protection, and Shelter Management.
- 16. Arranging for and/or coordinating mutual aid as appropriate.
- 17. Developing written guidance regarding emergency duties and responsibilities of departmental personnel, including EOC staffing.
- 18. Performing other appropriate emergency response duties as may be assigned by the Chief Executive.

All TOWN DEPARTMENTS, AGENCIES AND OFFICES not specifically assigned missions in this plan will be expected to provide support, within their respective capabilities, to local government in the event of emergencies and/or disasters.

#### C. The EMERGENCY MANAGEMENT DIRECTOR (EMD)

The Emergency Management Director is responsible for, but not limited to, assisting the Chief Executive in the performance of the following functions:

- 1. Evaluating the emergency and advising the Chief Executive Officer.
- 2. Staffing and managing the Emergency Operations Center and coordinating operations.
- 3. Logistical support for food, water, fuel, lighting and other necessary resources for the EOC and disaster site staff.
- 4. Developing a system for alerting departments, agencies and individuals who have assigned responsibilities under this plan.
- 5. Maintenance, coordination and testing of communications and power generator systems
- 6. Coordinating all emergency transportation, including transportation of the handicapped, the elderly, and essential workers.
- Identifying and maintaining a resources inventory list indicating source and quantity. The list shall
  include statements identifying additional emergency resource requirements for personnel,
  equipment and supplies.
- 8. Assisting the Chief Executive in coordinating external agency support to include voluntary donations and services.
- 9. Coordinating overall support operations, including the receipt and management of donations of resources and services from all sources.
- 10. Direction of volunteer Emergency Management (Civil Preparedness) forces.
- 11. Developing and maintaining a crisis shelter system, including provisions for training of shelter management personnel.

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- 12. In a nuclear emergency, coordinating the sheltering of the population in available public \*\*shelters, home shelters (basements) and other acceptable shelter facilities; and coordinating crisis relocation if the option is exercised.
- 13. Identifying (as a result of the National Facility Survey or by any other means) those facilities suitable as public shelters, including capacity, protection factor, and space allocation of at least 10 sq. ft. per individual.
- 14. Identifying those facilities (schools, churches, etc.) that are appropriate for short-term use as lodging and feeding facilities for evacuees that do not require fallout shelter protection.
- 15. Identifying facilities suitable for mass feeding.
- 16. Coordinating Emergency Management, Radiological Defense and Shelter Management training, including accelerated training in a crisis building period.
- 17. Coordinating state and/or federal assistance when necessary.
- 18. Coordinating warning of the hearing impaired and non-English speaking groups.
- 19. Collection, analysis, display and dissemination of damage assessment information in the Emergency Operations Center. Insure that disaster effects (impact assessments) are transmitted to the Office of Emergency Management (OEM) Area Office.
- 20. Crisis marking of unmarked shelter facilities.
- 21. Identifying and correcting plan deficiencies as determined during emergency operations.
- 22. Maintaining radio contact with statewide disaster network.
- 23. Providing personnel for staffing the Emergency Management radio position at the EOC on a continuous 24-hour basis, and coordinating the staffing of other communications facilities.
- 24. Assigning radiological protection officers and disaster analysis staff to the Emergency Operations Center.
- 25. Staffing a report section in the Emergency Operations Center during disaster operations. The report staff shall maintain an events log and a record of key disaster information (affected areas, casualties, evacuees, etc.).
- 26. Planning for potential impediments for evacuation, including contingency measures.
- 27. Assigning and managing shelter and reception center teams.
- 28. Coordinating the evacuation and the provision of medical, transportation and related support services for the handicapped, the elderly and institutionalized persons during emergency situations.
- 29. Identifying up gradable facilities which can be used as supplementary shelter resources, including capacity, protection factor and space allocation.
- 30. Coordinating the use of expedient shelters after all appropriate up gradable facilities have been used.
- 31. Arranging for and coordinating the management of reception center and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
- 32. Managing Radiological Defense (RADEF) activities during emergency situations. Primary tasks include:
  - a. Preparing Emergency Public Information (EPI) materials that address survival tips for nuclear attack hazard.
  - b. Training people to perform Radiological Defense Officer (RDO), radiological monitor, shelter management, and weapons effects reporting duties.
  - c. Maintaining an inventory list that identifies source and quantity of available RADEF instruments.
  - d. Distributing bulk-stored RADEF instruments.

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- e. Staffing the EOC reports section with RDO(s), recorder(s), analysts, and plotters, as appropriate, during emergency situations.
- f. Receiving, displaying, analyzing weapons effects data from the weapons effects reporting network.
- g. Advising/briefing the Chief Executive on the emergency situation and recommending actions to protect the public (i.e., activation of public warning/alert system, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.).
- h. Preparing weapons effects (damage assessments) reports for submission to State or Federal Government, as appropriate.
- 33. Developing and maintaining the following Emergency Management (Civil Preparedness) annexes to the Emergency Operations Plan.

#### C.1 THE EMERGENCY MANAGEMENT ANNEXES

- a. DIRECTION AND CONTROL (Annex "A") contains information pertaining to the procedures and requirements for activating the Emergency Operations Center and for directing and controlling the conduct of operations during emergency/disaster situations.
- b. WARNING (Annex "E") provides for warning the entire population of the community of all types of major disasters. It shall be prepared in close cooperation with all town services that have warning responsibilities, i.e., emergency management, police, fire, etc. The WARNING ANNEX will provide for the following:
- (1) Establishment or identification of a Local Warning Point (Location in the community at which the warning is received).
- (2) Development, installation and maintenance of a local Warning System for the jurisdiction, including the necessary control system for the dissemination of Natural Disaster Alerting or Attack Warning throughout the community.
- (3) Establishment of specific Standard Operating Procedures (SOP) for the Local Warning Point, to insure effective dissemination of Warning to the public, including the hearing impaired. The Standard Operating Procedure shall include the necessary authority to take appropriate emergency action in an enemy attack situation without further verification.
- (4) Provision for the regular testing of the Warning System and, if NAWAS equipped, participation in scheduled and unscheduled tests.
- (5) Provisions for Warning Point personnel to become properly trained through training and exercises.
- c. COMMUNICATIONS (Annex "G") contains information regarding all types of communication systems (police, fire, Physical Services, etc.). The Emergency Management Director is responsible for coordinating the communications planning process. The COMMUNICATIONS ANNEX will contain and provide details pertaining to the following:

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- (1) Establishment and maintenance of a communications center at the Emergency Operations Center.
- (2) Establishment and maintenance of communications facilities which will provide direct communications with all local government services, the Area III Office of Emergency Management in Rocky Hill and, when possible, adjacent governments and external agencies.
- (3) Utilization of the services of the Radio Amateur Civil Emergency Services (RACES) when possible.
- (4) Provisions for personnel to operate and maintain communications equipment (following established procedures).
- (5) Provisions for securing and maintaining spare parts for communications equipment.
- (6) Procedures and system for the recall of communications personnel.
- d. EMERGENCY PUBLIC INFORMATION SYSTEM (Annex "J") provides for the dissemination of official emergency information to the public. It also provides emergency instructions and information to support agencies and state agencies for coordination purposes. Information will be released from a designated location by a Public Information Officer to assure accuracy and to control rumors.
- e. EVACUATION (Annex "H") and SHELTER (Annex "T") contain policies and procedures pertaining to the orderly and coordinated use of facilities for evacuation and sheltering the general public in the event of natural, technological or national emergencies. In-place shelter planning will include:
- (1) Identification of protected living space and mass feeding facilities for all types of emergencies.
- (2) Plans for identifying (marking) and stocking shelters with food, water, sanitation, monitoring instruments, and decontamination equipment.
- (3) Identification of up gradable shelters and plans to alter them to provide necessary protection.
- (4) Plans for expedient shelters when all others are filled to capacity.
- (5) Plans for the warning, evacuation and sheltering of handicapped, elderly and persons in schools and other institutions.
- f. The RADIOLOGICAL PROTECTION (Annex "J") will contain and provide for details pertaining to the following:
- (1) Provide for the measurement, collection, dissemination and display of radiological information.

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- (2) Insure radiological instruments and related equipment is operable and ready for immediate use.
- (3) Provide for trained radiological defense personnel.
- (4) Provide support for emergency operations by supplying analyzed radiation dose and dose rate information, contamination control, and mission data as required.
- (5) Support damage assessment teams with nuclear detonation and radiation fallout data as necessary.
- (6) Maintain in-house radiation exposure control and record keeping.
- (7) Provide for permission for emergency workers to incur exposures in excess of protective action guidelines.
- (8) Provide for necessary monitoring surveys and decontamination during the post attack period.
- (9) Provide incident response capability to handle peace-time radiological emergencies. Fire or police may be called upon as a result of fires, shipping accidents or any loss of control or radioactive material that poses a threat to the public.
- g. DAMAGE ASSESSMENT (Annex "M") will contain policies and procedures for the timely collection and reporting of physical damage and human impact information following a disaster.
- h. RESOURCES MANAGEMENT (Annex "O") will contain information pertaining to the management and allocation of personnel, equipment, supplies, facilities, and services during disaster response and recovery operations.

#### D. The POLICE CHIEF

#### The Police Chief has major responsibility for:

- 1. Receiving and relaying all official alerts and warnings to the Chief Executive and other appropriate officials.
- 2. Vehicle and crowd control during an emergency or disaster.
- 3. Protecting, relocating and housing prisoners in custody during emergency situations, if necessary.
- 4. Security and protection of property in the disaster area, evacuated area, and other affected areas.
- 5. Security and protection of vital installations, critical facilities, and resources.
- 6. Law enforcement and security in reception areas and centers, lodging and feeding facilities, emergency shelters, and relocation areas.
- 7. Assisting with the evacuation of people from disaster areas during emergency operations; and assisting in the movement of people to shelters or relocation areas when necessary.
- 8. Providing personnel for staffing the police department radio position at Emergency Operations Center.
- 9. Controlling and limiting access to incident scene and evacuated and/or affected areas during response and recovery operations.
- 10. Identifying and maintaining a critical resources inventory list indicating source and quantity.
- 11. Assist with light rescue operations, where feasible.

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- 12. Establishing procedures to control and manage law enforcement organizations from other communities or the state which may be requested to respond to a disaster situation.
- 13. Removing or arranging for the removal of bombs and/or explosives.
- 14. Assisting in disseminating warnings to the public.
- 15. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

#### E. The FIRE CHIEF

#### The Fire Chief has major responsibility for:

- 1. The deployment of fire and rescue personnel and equipment to the location of greatest need in the event of an emergency.
- 2. Rescuing injured people during emergency operations.
- 3. Issuing evacuation orders for people in immediate danger. The senior fire officer on-scene can issue evacuation orders in the absence of the chief (see On-Scene Direction and Control, item XI.B.).
- 4. Emergency first aid, when feasible.
- 5. Providing decision-makers with advice on the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
- 6. Alerting all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.
- 7. Handling all hazardous material accidents, incidents, emergencies and disasters.
- 8. Providing disaster effects monitoring and reporting for all hazards encountered.
- 9. Operational control of search and rescue operations, including direction of heavy rescue.
- 10. Providing vehicle for on scene command post if needed.
- 11. Establishing direction and control procedures for operational control of fire and rescue forces of other jurisdictions or the state that may be summoned; and any supporting forces at scenes of emergency.
- 12. Assisting with debris removal and clean-up operations.
- 13. Obtaining and maintaining radiological and hazardous materials detection and self-protection devices, clothing and equipment for personnel assigned tasks in hazardous material environments.
- 14. Establishing procedures for radiological and hazardous materials decontamination of response personnel, equipment, instruments and supplies.
- 15. Assisting police with traffic control if not engaged in fire fighting.
- 16. Emergency pumping operations in flood situations.
- 17. Assisting with maintenance of water supply.
- 18. Fire protection in emergency shelters and relocation areas.
- 19. Assisting in disseminating warnings to the public.
- 20. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

#### F. THE FIRE MARSHAL

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#### The Fire Marshal has major responsibility for:

- 1. The enforcement of laws concerning the safe storage, use and transportation of flammable liquids, explosives and hazardous materials and chemicals.
- 2. Determining cause and origin of all fire related emergencies.
- 3. Investigating all reports of fire hazards.
- 4. Making all decisions necessary for the prevention of fire and the elimination of hazards in all buildings and installations.
- 5. Determining the safe occupant load and general safety of all buildings and structures.
- 6. Assuming jurisdiction from handling agency when incident is over; investigating cause and origin of incident; making final determination as to public safety.
- 7. Assisting building department in assessing damage to buildings if requested.

#### G. THE DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER

#### The Director of Public Works has major responsibility for:

- 1. Clearance of debris from streets, roads, bridges, and public facilities during emergency situations.
- 2. Providing traffic control/access controland back-up electrical power to the Emergency Operations Center.
- 3. Preparation and maintenance of a resource list that identifies source, location and availability of earth moving equipment, dump trucks, road graders, fuel, etc. that could be used to support disaster response and recovery operations. The list shall include on-hand resources and supply sources.
- 4 The repair and restoration of essential services and vital facilities.
- 5. Assisting public utilities with restoration of utilities to critical and essential facilities, when requested.
- 6. Sanitation services during emergencies or disasters.
- 7. Maintenance of emergency light, heat and repair to critical town buildings.
- 8. Protecting water supply and sewage system from the effects of hazardous materials incidents, under the direction of the on-scene commander.
- 9. Inspection of damaged roads and bridges.
- 10. Providing advisory and supervisory personnel for inspection, shoring and demolition of hazardous structures. Conducting demolitions when directed.
- 11. Notifying the Emergency Operations Center of detours, road closings, and conditions of highways and airstrips/airports.
- 12. Providing manpower and equipment, dirt, sand, etc. if needed to reinforce/up-grade shelters and the Emergency Operations Centers.
- 13. Assisting any public utilities in restoration of service, when directed.
- 14. Coordinating private contractors, equipment, supplies and manpower.
- 15. Draining flooded areas.
  - 16. Refueling and repairing of emergency vehicles.
  - 17. Assigning a person to the Emergency Operations Center for radio operation if requested.
  - 18. Assisting with heavy rescue operations under the direction of the Fire Department Chief.
  - 19. Assisting with damage assessment of public property, if requested.

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- 20. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.
  - 21. Performing forestry functions for the removal of town trees brought down by storms and high winds which may blocking roads and thoroughfares.

#### H. THE BUILDING OFFICIAL

#### The Building Official has major responsibility for:

- 1. Damage Assessment (Impact Assessment).
- 2. Inspection of damaged structures.
- 3. Condemning and posting unsafe structures; advising the Emergency Operations Center of actions taken.
- 4. Providing advisory and supervisory personnel for inspection, shoring and demolition of damaged structures
- 5. Issuing permits for temporary structures; maintaining safety standards in emergency construction, coordinating with Physical Services Director.
- 6. Providing information pertaining to underground systems to emergency services.
- 7. Furnishing physical layout maps to emergency services for response operations.
- 8. Inspection of damaged roads, bridges and public facilities.
- 9. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

#### I. THE DIRECTOR OF PARKS AND RECREATION

#### The Director of Parks and Recreation has major responsibility for:

- 1. Providing or arranging for recreational programs for people during extended emergencies.
- 2. Act as shelter/mass care coordinator.

#### J. THE HEALTH DIRECTOR (Central CT Health District)

#### The Health Director (Central CT Health District) has major responsibility for:

- 1. Provide direction and guidance to officials and the general public in the areas of health, sanitation, emergency medical care and housing.
- 2. Inoculating individuals if warranted by the threat of disease.
- 3. Assist in the protection of public and private water supplies; direct the proper disposal of sewage, solid waste and refuse.

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- 4. Determining radiation levels and providing treatment and care for contaminated or exposed individuals, including decontamination.
- 5. Expanding mortuary services in an emergency or disaster.
- 6. Establishing and operating emergency medical care centers for essential workers in the hazardous or disaster area following the evacuation of the general population.
- 7. Providing health and medical care and services at emergency shelters, congregate care facilities and reception and relocation centers.
- 8. Obtaining emergency medical support and hospital care during and after an emergency.
- 9. Reducing the patient population in hospitals, nursing homes and other health care facilities if evacuation is necessary; provide for the medical care of those that cannot be evacuated.
- 10. Identifying hospitals, nursing homes and other facilities that can be expanded into emergency treatment centers for disaster victims.
- 11. Obtaining crisis augmentation of health and medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers.
- 12. Arranging and coordinating the transport and care of individuals from the disaster site to medical facilities.
- 13. Identification of sources of supply of health and medical equipment and supplies to augment and/or satisfy expanded medical needs during emergency operations.
- 14. Inspection of food, water and other materials suspected of contamination by sewage, chemicals, radioactive material, fire effects or other health threatening agents, in cooperation with the State Department of Health and State Department of Consumer Protection.
- 15. Supervise the sanitary and health conditions of reception and care facilities, shelters and congregate care facilities, and medical care centers for essential workers remaining in a hazard area after the evacuation of the general population.
- 16. Identifying medical facilities that have the capability to decontaminate injured individuals that have been radiological or chemically contaminated.
- 17. Distribution of antidotes, drugs, vaccines, etc. to shelters.
- 18. Control communicable disease vectors, i.e. insects, rodents, etc. in consultation with the State Department of Health Services. Alert and inform the Chief Executive and Emergency Management Director concerning serious environmental health hazards.
- 19. Tracking patients injured during emergency situations.
- 20. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

#### K. THE SCHOOL SYSTEM

The School System serving the town is expected to cooperate with local government to the extent of its capabilities. It is expected that the board of education and school administration will accept responsibility for:

1. Developing an annex to this Emergency Operations Plan outlining the procedures to protect the school population including students, faculty and staff. This may involve retention of the personnel in school shelter facilities or releasing them to their homes or other shelter facilities.

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- 2. Providing effective emergency evacuation procedures for use in natural and man-made disasters and threats of disaster.
- 3. Dissemination of procedures to be followed by all students, parents and school personnel in disaster emergencies.
- 4. Providing access to school buildings during emergencies when school is not in session.
- 5. Cooperating with and assisting the Health Department by providing facilities for emergency medical care or emergency feeding.
- 6. Providing school facilities for use as shelters during emergencies and/or disasters. Shelters shall be stocked (as directed by the Chief Executive) with emergency food and water and other necessities for survival.
- 7. In major emergencies or disasters, providing personnel to function as shelter managers, when necessary.
- 8. Providing school buses for emergency evacuation after student and staff needs have been met.
- 9. Providing personnel for staffing the Emergency Operations Center.
- 10. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

#### L. THE DIRECTOR OF SOCIAL SERVICES

#### The Director of Social Services is responsible for:

- 1. Coordination of emergency social services.
- 2. Emergency lodging coordination with Parks & Rec. Dept..
- 3. Emergency feeding coordination. "
- 4. Emergency clothing coordination.
- 5. Coordination of religious services.
- 6. Registering shelterees and handling inquiries.
- 7. Assisting Shelter Managers in any appropriate manner necessary for the operation of shelter facilities.
- 8. Emergency placement of children.
- 9. Distribution of emergency food supplies.
- 10. Coordinating the services of organized groups such as the Red Cross, Salvation Army, church groups, etc.
- 11. Assisting other departments with available special equipment and resources in emergency situations.
- 12. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

#### M. THE TOWN CLERK

#### The Town Clerk is responsible for:

1. Maintenance of official and statistical records related to the emergency or disaster.

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#### N. THE TOWN ATTORNEY

#### The Town Counsel is responsible for:

- 1. Providing legal counsel to the Chief Executive and other Town officials when necessary.
- 2. Interpretation of emergency legislation (local, state and federal).
- 3. Assisting the Director of Finance with guidance regarding the maintenance of adequate records concerning emergency procurement of materials, supplies and emergency expenditure of funds.

#### O. THE DIRECTOR OF FINANCE

#### The Director of Finance is responsible for:

- 1. The organization and operations of all economic stabilization activities within the town.
- 2. Establishing administrative and fiscal procedures needed for emergency operations.
- 3. Overseeing and keeping records of the procurement of food, equipment, clothing, medical supplies, fuel and other vital material.
- 4. Regulation of disbursement of supplies.
- 5. Regulation and coordination of disbursement of funds.
- 6. Maintenance of records of emergency fund disbursements for post-emergency purposes.
- 7. Providing for the functioning of all town departments as close to routine as possible during emergency situations.
- 8. Providing for emergency authority for purchasing goods, equipment, supplies and services during emergency/ disaster situation.
- 9. Developing procedures for the procurement of goods, supplies and services during emergency/disaster situations.
- 10. Performing other appropriate emergency response duties as may be assigned by the Chief Executive.

#### P. THE PUBLIC INFORMATION OFFICER

The Public Information Officer has responsibility for: (NOTE: In the absence of a designated Public Information Officer or official spokesperson, the Chief Executive will personally control this function of Emergency Management.)

- 1. Establishing a point of contact for the media and for the general public.
- 2. The dissemination of official emergency information to the public, including appropriate protective actions to be taken and cooperation required of the residents (sharing their homes with evacuees, etc.).
- 3. Coordinating agreements with the media to release official information to the public including protective actions to be taken.
- 4. Preparing and distributing prescripted emergency public information materials to the media.
- 5. Disseminating materials for the visually impaired and for non-English speaking people, if appropriate.
- 6. Authenticating all sources of information being received and verifying for accuracy.
- 7. Developing procedures for addressing rumor control.

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- 8. Establishing an office or phone bank for responding to inquiries and informing families on the status of injured or missing relatives, emergency services, and damaged/ restricted areas due to the emergency or disaster.
- 9. Acting as a clearing house for the release of information to the public and the news media by town departments, agencies and offices.
- 10. Using all available media sources (newspapers, radio, television, etc.) for the distribution of emergency public information.
- 11. The preparation and distribution of Emergency Public Information guidance materials (pamphlets, etc.) on self-help, first aid actions, and other survival measures for all hazards affecting the community (Refer to FEMA publication H-34 and publications listed therein for guidance).
- 12. Establishing written or oral agreements with the information media for the dissemination of emergency public information and emergency warnings.
- 13. Clearing information with the Chief Executive before releasing it to the media.
- 14. Performing other appropriate emergency response duties as may be assigned by the Chief Executive.

#### X. SUPPORT:

- A. The government of the town is responsible for the protection and safety of all peoples and properties within its boundaries, to the limits of town resources.
- B. Emergency operations will be carried out principally by local Emergency Management (Civil Preparedness) forces. Mutual aid agreements (verbal and written) in effect at the time of the emergency will be made use of if necessary and feasible to do so.
- C. Mutual aid assistance from other municipalities and support and assistance (including technical information on health risks, weather conditions, etc.) from volunteer organizations, private agencies, and the state and/or federal governments will be requested by the Chief Executive Officer and arranged and coordinated by the Emergency Management Director.
- D. The Chief Executive may request assistance and support from: The American Red Cross; Salvation Army; Amateur Radio operators; Visiting Nurses Association; Civil Air Patrol; private contractors, etc. Volunteer organizations will assist in whatever manner is best suited to their respective capabilities. These organizations will be given mission-type assignments and remain unitized to the greatest extent possible in performing emergency functions under the direction of their own supervision, coordinated by the Director of Emergency Management.

#### X.1. SUPPORT DEFINED:

Support means those organizations or groups that can be called upon for assistance principally when added manpower or specialized services are needed during a disaster emergency. For instance, a snowmobile club or group, service organizations, etc. that tend to respond as a unit and have the ability to carry out mission-type assignments under their own supervision and with their own manpower and equipment are considered support groups.

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#### X.2. SUPPORT ORGANIZATIONS:

#### A. The AMERICAN RED CROSS

The American Red Cross is a voluntary independent agency that will be expected to cooperate with local government to the extent of its capabilities and execute its Disaster Assistance Plan in cooperation with Wethersfield. It is expected that the Red Cross will function in the following areas on a mission basis under its own supervision and in coordination with local government.

- a. Provide food, clothing, shelter or other assistance.
- b. Assist with rehabilitation of families.
- c. Provide nurses and nurses' aides in coordination with the Health Department.
- d. Assist with evacuation of persons from disaster areas.
- e. Assist with movement of the sick and injured to hospitals and emergency care centers.
- f. Set up and operate bloodmobiles as required.
- g. Assist with the management and operation of reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
- h. Assist the Health Department with special needs of the handicapped and the elderly.
- i. Provide radiological monitoring for Red Cross personnel and persons under their care and report data to the Emergency Operations Center.

#### B. THE SALVATION ARMY

The Salvation Army, a voluntary organization, is expected to support local government as follows:

- a. Provide, within the limitations of its resources, the following services as requested:
  - 1) Mobile canteen services.
  - 2) Emergency feeding service and shelter in Salvation Army or other facilities.
  - 3) Collection and distribution of food, clothing and other supplies.
  - 4) Counseling and morale building services.
  - 5) Assistance in registration, identification and collateral services.
  - 6) Provision of personnel with specialized skills, such as language interpreters and social workers.
- b. Work with disaster assistance teams to take aid programs to victims not able to report to assistance center.
- c. Abide by the decisions of the Chief Executive Officer of Wethersfield concerning the coordination of volunteer organizations for the rendering of assistance to disaster victims.
- d. Provide radiological monitoring for Salvation Army personnel and persons under their care, and report data to the Emergency Operations Center.

#### C. The SENIOR CITIZENS GROUPS (See Religious Support Annex)

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The Senior Citizens Group may be asked to perform the following tasks:

- 1. Man telephone and take messages.
- 2. Assist with tabulating and list by name and number persons in shelter areas.
- 3. Assist with the care of children and ill or injured.
- 4. Assist with physically handicapped.
- 5. Assist in the preparation and distribution of food.
- 6. Assist with distribution of clothing.
- 7. Assist with shelter management tasks.
- 8. Utilize all skills and capabilities, both professional and technical, to be found among the senior citizens group.

#### D. The PUBLIC UTILITIES

The Public Utilities serving the town are expected to:

- 1. Assign qualified individuals, when requested by the Chief Executive, to serve as liaison between their companies and the town for the duration of the emergency.
- 2. Determine priorities for service restoration as established through mutual understanding between the Chief Executive and utility companies involved.
- 3. Keep the Chief Executive informed of damage assessment and progress of repairs.

#### E. The EMERGENCY MEDICAL SERVICES

#### The Emergency Medical Services (Wethersfield Vol. Ambulance Association)

- a. Provide qualified medical personnel at the disaster site or on stand-by basis.
- b. Establish and operate triage area; coordinate patient care; and provide transportation to hospitals.
- c. Provide person to function as Operations Officer at the Incident Command Post, as requested.
- d. Maintain proper supplies and equipment to handle mass casualties.
- e. Provide a coordinator to maintain casualty information and periodically brief the Emergency Operations Center and the Public Information Officer.

#### XI. DIRECTION AND CONTROL:

#### A. EMERGENCY OPERATIONS CENTER(See Annex A-Direction & Control)

- 1. The Emergency Operations Center (EOC) is the control center from which the Chief Executive will direct disaster emergency operations.
- 2. The Town of Wethersfield EOC is located at the Wethersfield Police Department, 250 Silas Deane Highway, Wethersfield. An alternate EOC may be designated by the Chief Executive when the nature of the emergency and space requirements indicate the necessity for this action.

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- 3. In natural or man-made emergencies, direction and control may be established at the disaster site rather than the Emergency Operations Center. The primary or alternate Emergency Operations Center will be prepared for operations, partially manned and will stand by for further activation if needed.
- 4. The Emergency Management Director will ensure that a copy of this Emergency Operations Plan and its annexes is available for immediate use at the Emergency Operations Center.
- 5. Staffing, organization and operating procedures of the Emergency Operations Center will be established by the Emergency Management Director, subject to the approval of the Chief Executive. Staffing and shifts may vary in accordance with the time elements and the nature of the emergency. In the event that temporary assignments are necessary, those temporarily assigned will be relieved as soon as regular members of the staff are available.
- 6. Sleeping and feeding arrangements will be made in the Emergency Operations Center if the Center is to be manned on a twenty-four (24) hour schedule.

#### B. ON-SCENE DIRECTION AND CONTROL

- On-scene direction and control in the event of a local emergency or disaster will be provided by the
  Fire Chief or the Senior Fire Officer at the scene using Incident Command.. The Chief or Senior
  Fire Officer can order the evacuation of people in immediate danger. However, the Chief Executive
  must be immediately notified of such action. Other evacuation orders must be issued by the Chief
  Executive.
- 2. The Fire Chief retains overall direction and control authority for on-scene management regardless of state or federal resources or advisory personnel. This authority extends to staging areas and access routes and includes operational control authority over such forces within the community.

# XII. ALTERNATE SITES FOR DEPARTMENTS, AGENCIES AND OFFICES HAVING EMERGENCY FUNCTIONS:

#### DEPARTMENT PRESENT LOCATION ALTERNATE LOCATION

Emer. Operations Cent. Town Hall, 505 Silas Deane Highway Police Station (Presently

Serving As Primary)

Emergency Mgm't. / Chief Executive

505 Silas Deane Highway

Police Headquarters 250 Silas Deane Highway

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Fire Headquarters Fire House-Company #2, Griswold Road

Highway Department 100 Marsh Street

Health Department 505 Silas Deane Highway

#### XIII. SPECIAL REQUIREMENTS:

#### A. PLAN DISTRIBUTION

Upon completion and approval of this Emergency Operations Plan by the Chief Executive and State Emergency Management approving authority, the Emergency Management Director shall have it duplicated and provide a copy to each appropriate government department, agency, office, and support organization for review and concurrence.

#### B. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Operations Plan will be updated by the Emergency Management Director for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, the State Office of Emergency Management and all holders of the plan will be so notified in writing. The plan shall be reviewed annually but in no case shall updating and notification to the State Office of Emergency Management exceed a period of 4 years from the date of this plan. Revisions shall be provided by the Emergency Management Director to all holders of the plan.

#### C. DEPARTMENTAL ANNEXES (Work In Progress- See Attachment 5)

Some departments, agencies and offices having "missions" assigned herein are required to develop and maintain a current annex to this Emergency Operations Plan (see Attachment 5, Index of Annexes).

#### D. ANNEX PREPARATION AND UPDATING

Departments, agencies and offices required to develop annexes to this plan shall deliver two (2) copies of the annex to the Emergency Management Director within thirty (30) working days of his/her request for such annex. An annex becomes official part of this plan upon signing of the annex by the Emergency Management Director. Annexes shall be reviewed and updated annually. All changes to an annex will

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be provided to all departments, agencies, offices and individuals who have received copies of the particular annex.

#### E. EMERGENCY MANAGEMENT ADVISORY COUNCIL

The Chief Executive will appoint an Emergency Management Advisory Council as required under Section 28-7 (b) of the Connecticut General Statutes. The Emergency Management Director and Deputy Director shall be members of said Council. The duties of the Council, among others, will be to assist the Emergency Management Director in the development, review, updating and maintenance of this plan and annexes. All changes to this plan or annexes will be provided to all departments, agencies, offices and individuals who have received a copy of the plan or particular annex. The Advisory Council will perform such other Emergency Management planning and response duties as may be assigned by the Chief Executive Officer.

#### F. DISASTER/EMERGENCY RECORDS

Each town department, agency, office, etc. is required to keep accurate records and logs of all actions taken during disaster emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise must be accounted for by receipts and written records in detail.

#### G. THE LOCAL EMERGENCY MANAGEMENT PROGRAM

The Emergency Management Program of the town shall be developed and maintained in accordance with current federal, state and local Emergency Management requirements. The National Incident Management System (NIMS) will be the guide for form and structure.

#### H. EXERCISE REQUIREMENTS

This Emergency Operations Plan shall be exercised annually in accordance with federal, state and local Emergency Management requirements. The Emergency Management Director is responsible for exercise planning, scheduling and coordination.

#### XIV. PROMULGATION:

It is intended that this plan and annexes conform to the terms and conditions of Title 28, Chapter 517, of the General Statutes of Connecticut as amended, The State of Connecticut Emergency Operations Plan, and such Federal Acts and Regulations as may be applicable.

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This Emergency Operations Plan for the Town of Wethersfield, Connecticut will become effective upon signing by the Town Manager as the Chief Executive Officer of the town. When approved, this plan will supersede any and all previously written and approved plans for the handling of Emergency Management or Disaster Emergencies of any kind whatsoever.

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

Attachment 1

### EMERGENCY OPERATIONS CHART OF ORGANIZATION

Town Manager Emergency Management Director

**Public Information Officer** 

Law Enforcement Building Official

Fire Service School System

Physical Services Social Services

Public Health Parks & Recreation

Finance Director Resources Management

American Red Cross Salvation Amy

Emergency Medical Services Utilities Representative

Other Support Groups

## (See Appendix 7 for Complete All-Hazards Staffing Chart with Names)

The Emergency Management Director has a cooperative relationship with all municipal departments, agencies, and offices and support groups/ organizations in the community.

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#### Attachment 1.A

#### **EOC STAFFING**

The Emergency Management structure is organized into four levels. Personnel comprising the first three levels will report to the Emergency Operations Center for full staffing or as necessary.

**POLICY GROUP:** This group of senior public officials will develop emergency policies and, in specific emergency situations, will discuss the economic, political, legal, and social implications of both the threat and the response to determine the best general approach to the situation. All major policy decisions are made by this group. Members of this group include:

Chief Executive(Town Manager)

Emergency Management Director Director of Social Services
Administrative Assistant Director of Finance
Town Attorney School Superintendent

Police Chief Director of Public Works

Fire Chief Personnel Officer

Health Director Other officials as appropriate

**CONTROL AND COORDINATION.** This group will determine operational objectives and priorities; assign tasks to operational sections; allocate personnel, equipment, material and other necessary resources; provide logistical support to field units; secure needed resources and relief forces, and monitor both the immediate emergency and other potential problem situations. This group is headed by the Operations Officer and includes the following personnel:

Operations Officer Shelter Officer

Communications Officer Emergency Services Liaisons

RADEF Officer Utilities Liaisons

Public Information Officer Other coordinators as appropriate

Resource Officer

**DIRECTION AND SUPERVISION.** This group consist of the operational supervisors of the departments and agencies that have personnel deployed in the field. For most emergencies, these personnel are located at their respective facilities or field command posts. However, operational supervisors may function out of the Emergency Operations Center in certain situations. Procedures are fluid, but each department/agency is expected to coordinate as closely as possible with each other. This group is responsible for the proper use of resources assigned by the Control and Coordination Group within the policy guidelines established by the Policy Group. Constant communications must be maintained between these operational supervisors and the appropriate member of the Control and Coordination Group.

**FIELD UNITS.** This group consists of all personnel that would normally be in the field or at the scene of the emergency.

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

# Attachment 2 TOWN AND HAZARD AREAS MAP- See GIS Supervisor For Electronic Map & Program By Building

Revision Date: July 18, 2008

#### **Attachment 3**

### SAMPLE PLAN ACTIVATION

**WHEREAS**, the Wethersfield Town Manager does find that the <u>(Blizzard, Flood, Hurricane, Storm, etc.)</u> emergency currently affecting the Town of Wethersfield requires the activation of the Emergency Operations Plan;

**NOW, THEREFORE**, it is hereby proclaimed and ordered that the Emergency Operations Plan of the Town of Wethersfield is now activated, and all personnel ordered to perform in accordance therewith.

**IT IS FURTHER PROCLAIMED AND ORDERED** that a copy of this action be forwarded to the State Office of Emergency Management.

Dated	Local Time	Town Manager
Attest:		

Revision Date: July 18, 2008

#### **Attachment 4**

#### HOW TO DECLARE A DISASTER/STATE OF EMERGENCY

The Town Manager, in consultation with the Director of Emergency Management should, in an emergency situation, declare a state of emergency/disaster under the following circumstances and condition:

- 1. The situation has created a clear and present threat to life and/or property, and,
- 2. The resources available to the Town Manager locally (i.e. within the town) have been exhausted, or the Chief Executive determines that, based on existing conditions, such resources are likely to be exhausted before the threat to life or property passes.

In the event of the above, the Chief Executive shall, in accordance with the powers granted to him/her under state law and in (name/title of local ordinance), may declare that a State of Emergency exists. A written declaration of emergency, substantially in the form annexed, should be utilized.

#### NOTES: \*\*

1. Notice of the declaration of a state of emergency should be given to the State Office of Emergency Management immediately; and a copy of the written document forwarded as soon as possible.

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

## Attachment 4.A

## SAMPLE DECLARATION OF EMERGENCY

<b>W</b> ]	<b>HEREAS</b> , the Town Ma	anager does find:				
1.	That due to		(cite specific conditions, example:			
	•	the heavy rains and flood waters) the Town of Wethersfield is facing dangerous				
		(cite specific	conditions, example: flooding) conditions;			
2.	That due to the		(cite specific conditions, example:			
			exists and thus necessitates the proclamation of a			
	OW, THEREFORE, it is eithersfield and	is hereby proclaimed that an emerg	ency now exists throughout said town of			
To all	wn Manager shall exerci	se those powers, functions and dute esolutions, special acts, and the tow	t during the existence of said emergency the ies prescribed by state law, the town charter, and in Emergency Operations Plan in order to			
	Dated	Local Time	Chief Executive			
		Attest.				

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### **Attachment 4.B**

## **SAMPLE PROCLAMATION**

	, 2001, th	e Town Manager of the Town of Wethersfield
found that, due toto life and property did exist in the		a condition of extreme peril
WHEREAS, it has now been four	nd that local resources are un	able to cope with the effects of said emergency;
		nat a copy of this proclamation be forwarded to ne proclaim the Town of Wethersfield to be in a
IT IS FURTHER RESOLVED the authorized representative of the coordination of all inquiries and re	e Town of Wethersfield for t	is hereby designated as he purpose of receipt, processing and hin state and federal assistance.
Dated	Local Time	Town Manager
Attest:	Attachment 5	5

Revision Date: July 18, 2008

WETHERSFIELD, CONNECTICUT EMERGENCY OPERATIONS PLAN EFFECTIVE MARCH 1, 2004

WETHERSFIELD, CONNECTICUT

Edit of 02/14/2004

EMERGENCY OPERATIONS PLAN

EFFECTIVE DATE MARCH 1, 2004

Submitted By:

Richard T. Fippinger
Emergency Management Director

Date: March 1, 2004

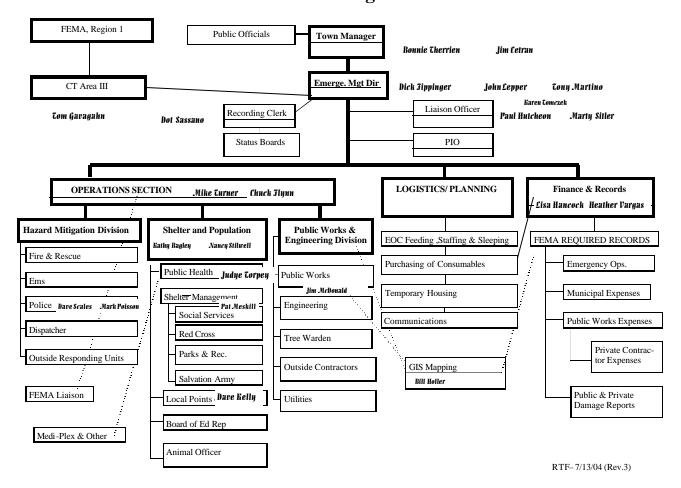
Approved By:

Bonnie Therrien, Town Manager

Date 4-12-09

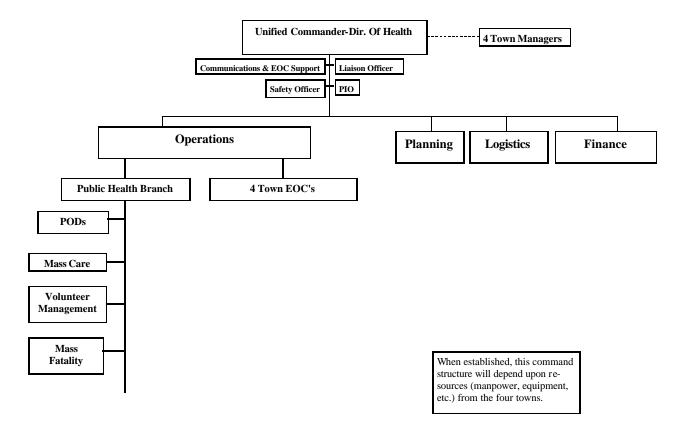
Revision Date: July 18, 2008

## Wethersfield EOC Staffing - Natural Disaster



Revision Date: July 18, 2008

## **Unified Command—Public Health: Public Health Emergency**



2-22-07 (Rev #1)

@ = Need to be sworn in

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## TOWN OF WETHERSFIELD ELECTED OFFICIALS

@ TOWN COUNCIL						
Andrew S. Adil (Mayor 1/2/014-05 to 11-13-07	07)	D	944	Ridge Road		11-
John F. Cascio	R	177	Windr	nill Hill		11-
14-05 to 11-13-07						
David L. Drake R to 11-13-07	14	Quail	Hill		11-1	4-05
Matthew J. Forrest 14-05 to 11-13-07	D	202	Clear	cfield Road		11-
Christine T. Fortunato(Dep 11-14-05 to 11-13-07	. Mayo	or)	D	28 Fairmont S	treet	
	R	232	Clear	rfield Road		11-
Jeffrey R. Kotkin 14-05 to 11-13-07	D	28 F	Farms	Village Road		11-
Paul F. Montinieri 02-07 to 11-13-07	D	43 <i>I</i>	Amato	Circle		01-
Martin H. Walsh 14-05 to 11-13-07	D	15 I	Laure	L Way		11-
14-05 00 11-13-07						
STATE SENATORS						
John W. Fonfara 1-03-07 to 1-07-09	D	99 N	Montov	vese Street		
(1st)(Weth. Districts 2,5,	7,8,9,	10)		Hartford, CT		
Paul R. Doyle 03-07 to 1-07-09	D	38 1	Thornk	oush		1-
(9th)(Weth. Districts 1,3,4	4,6)			Wethersfield,	CT	
STATE REPRESENTATIVES						
Russell A. Morin 1-03-07 to 1-07-09		D	495	Brimfield Road		
(28th)(Weth. Districts 1,4	,5,6,7	,8,9,	10)	Wethersfield,	CT	
Antonio "Tony" Guerrera 03-07 to 1-07-09	D	194	Cathe	erine Drive		1-

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(29th)(Weth. Districts 2,3)

Rocky Hill, CT

### JUDGE OF PROBATE

Robert A. Randich D 43 Brook Street 1-03-07 to 1-05-11

Newington, CT

### @BOARD OF EDUCATION

Matthias "Matt" J. DeAngelo 27-05 to 11-26-07		R 16 Dennison Ridge	11-
Michael F. McKenna to 11-24-09	D	100 Grist Mill Road	11-27-05
Stacey Hodges (Chr.) 27-05 to 11-24-09		D 612 Highland Street	t 11-
Janis K. Malec 27-05 to 11-26-07	D	84 Liberty Hill East	11-
Julie L. Montinieri to 11-26-07	D	43 Amato Circle	11-27-05
Gerri Roberts (V-Chr.) to 11-26-07	D	64 Old Post Road	11-27-03
Raul A. Rodriguez to 11-26-07	D	175 Beverly Road	11-25-03
Penny Stanziale to 11-26-07	R	15 Harold Street	11-25-03
Tristan J. Stanziale 14-06 to 11-26-07		R 15 Harold Street	2-

### @ REGISTRAR OF VOTERS

Mary-Ann E. McFarland	R	209 Wolcott	Hill Road	. 1-05-05
to 1-06-09				
	563-9	9074		

Pamela M. Rapacz D 114 Dix Road 1-05-05 to 1-06-09

529-8402

For requests from Public or Organizations

TOWN COUNCIL November 14, 2005 to November

13, 2007

## Republican Members Home address & numbers

CASCIO, John 177 Windmill Hill

Revision Date: July 18, 2008

(H) 529-6994

DRAKE, David 14 Quail Hill (H) 721-1792

KIRSCHE, Stephen A. Jr. 232 Clearfield Road

(H) 436-2773

Democratic Members

ADIL, Andrew 944 Ridge Road

(H) 257-8176

FORREST, Matthew 202 Clearfield Road

(H) 563-5451

FORTUNATO, Christine 28 Fairmont Street

(H) 529-3828

KOTKIN, Jeffrey R. 28 Farms Village Road

(H) 563-6463

MONTINIERI, Paul F. 43 Amato Circle

(H) 563-5682

WALSH, Martin H. 15 Laurel Way

(H) 257-3894

Other Officials

TOWN MANAGER Mrs. Bonnie Therrien 721-

2801

TOWN CLERK Mrs. Dolores G. Sassano

721-2882

TOWN ATTORNEY Atty. John W. Bradley 549-

1000 Rome, McGuigan PC

One State Street Hartford, Ct 06103

SCREENING COMMITTEE CHAIRPERSON

Susan Fennelly D 57 Country Club Road

529-7221

whssue@yahoo.com

Revision Date: July 18, 2008

Peter E. Gardow 60 Griswold Road R

257-1925

gardowp@yahoo.com

#### TOWN CHAIRPERSONS

Shirley Steinmetz D 375 Brimfield Road

563-4065

shirlweth@aol.com

Richard Roberts R 15 Lantern Lane

> 563-7848 297-4695

roberts@halloran-sage.com

AGENT OF RECORD

Ken Plumb, Esq. (labor negotiator)

Bercham, Moses & Devlin P.C.

75 Broad Street Milford, CT 06460

Mr. Greg Bedula (property-casualty-workers' comp)
The Watson Group 563-8111 x 126 (Dan LePage, Claims Rep.)

P. O. Box 290230

Wethersfield, CT 06129-0230

Mr. Christopher Monroe (health, disability and life)

Savino, Sturrock & Sullivan

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

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Town Of Wethersfield

## **Emergency Operations Plan Structure**

#### Base Plan



-Details organizational relationships, authority and resources.

-Town Manager is CEO.

-Defines roles (EMD, Department & Emergency Services, Other).

-Shows responsibilities by Department/Outside Resource.

-Identifies steps to take for mitigation/restoration.

-Cites legal basis for actions.

-Identifies proper route to local, State and Federal assets & resources.

Sets up overall process. Does not detail all aspects of Emergency Response.

#### Functional Annexes

Functional Annexes

-Direction & Control -Law Enforcement -Fim -Physical Services -Warning -Shelter Other

-Generic in nature

-They apply to all hazards.

-Defines department & Individual responsibilities.

-Sets forth tasks/ operational actions.

-Identifies "Who" & "What" is necessary-heavily detailed, step-by-step, progression of events which must take place.

Are functional response documents that unify Emergency Response.

#### Special Hazard Appendices

Hazard Unique Appendices

-Hurricane Winter Storm -Haz-Mat - Other

-Details "Special Hazard" Responses by incident. -Amplifies Annex information, but is event specific.

> Hurricane Winter Storm Haz-Mat Other

Each is a step-by-step plan to meet danger of a specific hazard/Incident.

#### Standard Operation Procedures

Standard Operating Procedures Pre Check -Call Up Start Up

-Each written by EMD & Department Heads (collectively) to conform to plan details & requirements.

-Distilled into "Call Up/ Activation" process.

They do not usually become part of formal plan and are updated frequently to meet changing requirements/situations.

Wethersfield Office of Emergency Services, 2003

Source: FEMA SLG 101- Guide for All-Hazard Emergency Operations Planning

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

#### LOCAL DISTRIBUTION POINT INFORMATION SHEET

- 1. Town/City: Wethersfield, Connecticut
- 2. Name of Distribution Point: Cove Park (State Street)/
  Motor Vehicles Dept.
- 3. Address of Distribution Point: Cove Park, State Street, Wethersfield, CT
- 4. Type of Distribution Point: ( X Type 1, X- Type II, X- Type III,

#### Will accommodate all three sizes

5. Helicopter Landing Zone: Yes...Large Park-Open Space (Also Asphalt Parking Lot Available)

Latitude: 41° 43' 05.12" N Longitude: 72° 39' 18.40" W Elevation: 64Feet

Is the Landing Zone: Other Open Space Area: XXX Asphalt Parking Lot Also available

Dimensions of landing zone (80m diameter required for CH-47 with sling load):

4 (Four) Acres, large open park. No trees in center. Flag pole is hazard.

- 6. Directions from North: Interstate 91 South (or Interstate 84 West) to Hartford.
- South from Hartford on Interstate 91 to Old Wethersfield Exit (Exit 26-Marsh Street) Proceed on Marsh to Main Street. Take right on Main (Stop Sign) and 2<sup>nd</sup> Left on to State Street. Right into Driveway after main building.
  - 7. Directions from South: North on Interstate 91. Take Exits 25 & 26 Old Wethersfield. Follow signs on Exit 26 to Marsh Street. At stop sign take Right on Main,  $2^{nd}$  Left onto State Street. Right into driveway after main building.

**Revision Date: July 18, 2008** 

- 8. Directions from East: Take Route 3 Glastonbury over Putnam Bridge. Take first Right and take off ramp to stop light. Right onto Marsh Street. Follow to Main Street. Right on Main, 2<sup>nd</sup> Left on State Street. Right into driveway after main building.
- 9. Directions from West: Route 175 East from Newington Center, under Berlin Turnpike and 2

miles straight ahead till it turns into Main Street.  $\frac{3}{4}$  mile straight ahead on Main, past Church

on Right, Take Left on to State Street, Right in to driveway after main building.

- 10. CHOPPER DIRECTIONS- Fly South from Hartford following Interstate 91. At Wethersfield Cove (first body of water to your Right) turn right and you will be above LZ on Southwest shore, just West of Building Cluster.
- 11. Point of contact for Additional Site Information: Dick Fippinger, Emergency Management Director (860) 841-5282 Email: dickfipp@aol.com

Complete additional sheets for each local distribution point.

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

#### LOCAL DISTRIBUTION POINT INFORMATION SHEET

- 5. Town/City: Wethersfield
- 6. Name of Distribution Point: Mill Woods Park
  Distribution Point
- 7. Address of Distribution Point: Prospect Street, Wethersfield, CT
- 8. Type of Distribution Point: ( XX Type 1 XX Type II Type III )
- 4. Helicopter Landing Zone: Yes, Much Open Field
  Latitude: 41° 41′ 30.07″ N Longitude: 72° 40′ 02″ W
  Elevation: 160 Ft.

## Is the Landing Zone a: Ball Field XXX Other Open Space Area \_\_\_\_\_ Asphalt Parking Lot

- 5. Directions from North: Fly South over I-91 from Hartford City Line. Turn West over Exit 25 (Putnam Bridge). Fly West 2 miles and Mill Woods Park will be on your left (1.5 Sq miles of open park)
- 6. Directions from South: Flu North over I-91 and turn to West over Exit 25 (Putnam Bridge). Fly West 2 miles and Mill Woods Park will be on your left.

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

- 7. Directions from East :Fly West over Putnam Bridge (Exit 25, I-91). Continue for 2 miles. Mill Woods Park will be on your left.
- 8. Directions from West: From Berlin Turnpike (Wethersfield/ Newington Town Line) follow CT Route 175 east for 2 miles. Turn right over Wolcott Hill Road. Fly Sout for 1 mile directlty into Park LZ.
- 9. Point of contact for Additional Site Information: Name Dick Fippinger

Title Emergency Management Director Phone (860) 563-4747 Email dickfipp@aol.com

Complete additional sheets for each local distribution point.

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

Attachment 6
AREA III OFFICE OF EMERGENCY MANAGEMENT MUNICIPALITIES

		T. C. 1		
		Tom Gavaghan		
Area 1	Area 2 Coordinator	Area 3 Coordinator	Area 4 Coordinator	υ
Coordinator				Coordinator
State Police -	Public Safety	Veterans Home &	State Police -	State Police - Troop
Troop G	Headquarters	Hospital	Troop K	L
149 Prospect	1111 Country Club	287 West Street	15 Old Hartford	452-A Bantam Road
Street	Road		Road	
Bridgeport, CT	Middletown, CT	Rocky Hill, CT	Colchester, CT	Litchfield, CT 06759
06601	06457	06067	06415	
203-696-2640	860-685-8105	860-529-6893	860-537-7560	860-567-6850
(Phone)	(Phone)	(Phone)	(Phone)	(Phone)
203-334-1560	860-685-8366	860-257-4621 (Fax)	860-537-7564	860-567-6851 (Fax)
(Fax)	(Fax)		(Fax)	
860-842-9792	860-842-9693	42-9693 860-842-9362 86		860-842-9465
(Pager)	(Pager)	(Pager)	(Pager)	(Pager)
<b>Area 1</b> 33	<b>Area 2</b> 31	<b>Area 3</b> 34	<b>Area 4</b> 36	<b>Area 5</b> 35
Towns	Towns	Towns	Towns	Towns
Beacon Falls	Ansonia	Andover	Bozrah	Avon
Bethel	Bethany	Ashford	Brooklyn	Barkhamsted
Bridgeport	Branford	Bloomfield	Canterbury	Berlin
Bridgewater	Cheshire	Bolton	Chaplin	Bethlehem
Brookfield	Chester	Columbia	Colchester	Bristol
Danbury	Clinton	Coventry	Eastford	Burlington
Darien	Deep River	Cromwell	East Haddam	Canaan
Easton	Derby	Derby East Granby E		Canton

Revision Date: July 18, 2008

		Revision Dute: Guly 10, 2	1000	
Fairfield	d Durham East Hampton Franklin		Colebrook	
Greenwich	East Haven	East Hartford	East Hartford Griswold	
Middlebury	Essex	East Windsor	Groton	Farmington
Monroe	Guilford	Ellington	Hampton	Goshen
Naugatuck	Haddam	Enfield	Killingly	Granby
New Canaan	Hamden	Glastonbury	Lebanon	Hartland
New Fairfield	Killingworth	Hartford	Ledyard	Harwington
New Milford	Madison	Hebron	Lisbon	Kent
Newtown	Meriden	Manchester	Lyme	Litchfield
Norwalk	Middlefield	Mansfield	Montville	Morris
Oxford	Middletown	Marlborough	New London	New Britain
Redding	Milford	Newington	North Stonington	New Hartford
Ridgefield	New Haven	Portland	Norwich	Norfolk
Roxbury	North Branford	Rocky Hill	Old Lyme	North Canaan
Shelton	North Haven	Somers	Plainfield	Plainville
Sherman	Old Saybrook	South Windsor	Pomfret	Plymouth
Southbury	Orange	Stafford	Preston	Salisbury
Stamford	Prospect	Suffield	Putnam	Sharon
Stratford	Seymour	Tolland	Salem	Simsbury
Trumbull	Wallingford	Union	Scotland	Southington
Washington	West Haven	Vernon	Sprague	Thomaston
Weston	Westbrook	West Hartford	Sterling	Torrington
Westport	Woodbridge	Wethersfield	Stonington	Warren
Wilton		Willington	Thompson	Waterbury
Woodbury		Windsor	Voluntown	Watertown
		Windsor Locks	Waterford	Winchester
			Windham	Wolcott
Revised: July,			Woodstock	
2002				

**State of Connecticut Emergency Management Area Towns List** 

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#### **INDEX OF ANNEXES**

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(Will be frequently updated as new Annexes are written. Due to 9/11 and the advent of Homeland Security Issues, a revised list of required Annexes is being prepared. Listing below will be revised as first phase of progress after master plan acceptance.)

#### LIST OF ANNEXES

Completed 2/2/04

_		
3	Communications	In Process (4/1/04)-Pending EOC
		Construction
7)	Warning	Contract Pending – See Plan
)	Emergency Public Information	
Ξ	Evacuation - Page80-	Completed (4 /15/05)
F	Shelter/Mass Care – Page 96-	Completed (4/1/04)
$\mathfrak{J}$	Health and Medical	In Process (4/1/04)
F	Resource Management	
	Radiological Protection	
ſ	Situation Reporting	
ζ	Joint Federal/State/Local Preliminary Damage Assessment	
	Hazardous Materials Emergency Response	
M	Religious Support -Page 128-	Completed (4/12/05)
N	Pet (Shelter) – Page 131-	Completed (7/18/08

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

## WETHERSFIELD, CONNECTICUT EMERGENCY OPERATIONS PLAN

# ANNEX A DIRECTION AND CONTROL

**EFFECTIVE DATE 5/1/2004** 

(INCLUDES EMERGENCY OPERATIONS CENTER AND INCIDENT COMMAND SYSTEM)

## Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18, 2008

Edit of 4/1/04	
Submitted by:	
Richard T. Fippinger	
Emergency Management Director	April 1, 2004
Approved By:	
Approved by.	
Chief Executive Officer	Date

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III.	CONCEPT OF OPERATIONS	A-6

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2.

3.

List of Special Locations/Facilities

Displays, Logs, and Message Procedures

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### I. PURPOSE

A. To outline the concept of managing and coordinating large-scale emergency operations in Wethersfield.

Note: The National Incident Management System (NIMS) Will be used as a guide for actions.

- B. To establish plans and procedures for the operation of the Wethersfield Emergency Operations Center (EOC).
- C. To establish provisions for obtaining, analyzing, and reporting operational information to support decision-making in the EOC.
- D. To establish communications and coordination with adjacent local governments and the State government.

### II. SITUATION AND ASSUMPTIONS

#### A. SITUATION

- 1. Wethersfield is vulnerable to many types of disasters including: major snow fall, ice storms, blizzards, hazardous material incidents/accidents, aircraft accidents, tornadoes, hurricanes, electrical storms, major fires, energy/fuel shortages, forest fires, water contamination, earthquakes, and major highway accidents.
- 2. The Wethersfield EOC will be permanently located at Wethersfield Town Hall. Another alternate Emergency Operations Center may be set up by, or upon the direction or approval of, the Chief Executive Officer if the nature of the emergency or disaster requires it. (Till construction complete, The Police Station Community Room is designated the EOC)
- 3. The Wethersfield Emergency Operations Center is an area with communication facilities over which Wethersfield government is able to discharge its emergency functions during man-made, national security, or natural disasters.
- 4. The Emergency Operations Center includes all those communication facilities necessary for direction and control during emergencies, as well as communicating with Wethersfield's department field forces and the State government.

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Communications supporting mutual aid with adjacent communities are accomplished through town dispatchers at the Police Department . Refer to the Communications Annex for specific radio frequencies used.

#### **B.** ASSUMPTIONS

- 1. An emergency or disaster can affect Wethersfield at any time. Incidents that can be handled by normal on-duty resources should not be considered an emergency situation.
- 2. The Emergency Operations Center will not participate in emergencies that can be handled by normal on-duty resources.
- 3. In large-scale disaster situations, centralized direction and control is the most effective approach to emergency management operations. Many management activities can be controlled and coordinated from the Emergency Operations Center, thereby allowing field forces to concentrate on essential on-scene tasks utilizing the Incident Command System (ICS).
- 4. The Emergency Operations Center is the central coordinating point for obtaining, analyzing and retaining disaster information (logs, journals, history damage/impact assessments, evacuee status, radiation dose, property damage, etc.).

### III. CONCEPT OF OPERATIONS

**The Town Manager,** or anyone legally administering as the <u>Chief Executive Officer</u>, is responsible for managing large-scale emergency situations, mobilizing resources and ordering large-scale evacuations. They are responsible for the establishment of Unified Command under NIMS.

The Emergency Management Director serves as a staff assistant to the <u>Chief Executive Officer</u> and is responsible for: the organization and management of the Emergency Operations Center (EOC); the establishment of communications facilities in the EOC; coordination between departments; the coordination of all emergency activities; and for information collection, analyzing and reporting.

The Fire Chief, or senior fire officer-in-charge, (Incident Commander) is in charge of the disasteremergency scene. The Fire Chief is charged with the responsibility for determining the need to evacuate specific sites or sections of Wethersfield. Evacuations or other protective actions may be ordered by the Fire Chief..

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Radio operators from operational departments of Wethersfield, while under direct control of their own office and operating their equipment in the EOC, will be responsive to (1) the guidance of Wethersfield's Emergency Management Communications Officer to effect coordinated communications in an emergency, (2) to the procedures outlined in Wethersfield's Emergency Operations Plan, and (3) to the procedures outlined in this Annex. Radio

Communications procedures and frequencies are contained Wethersfield Communications Annex to the Emergency Operations Plan.

#### A. ACTIVATION

When Wethersfield government receives notice that an emergency response situation exists or an "increased readiness posture" is suggested, the following actions will be implemented upon the direction of the Chief Executive Officer.

- 1. Alert Emergency Operations Center staff as listed in Appendix #3 of The EOP. It is CONFIDENTIAL and kept available at CEO's desk and Dispatchers location at Police Station.
- 2. Activate the EOC and alert the dispatch center, and prepare to provide 24-hour coverage as necessary.
- 3. Call necessary department heads together for a briefing on the situation.

## B. CENTRALIZED FUNCTIONS AT THE EMERGENCY OPERATIONS CENTER (EOC)

- 1. Notify departments that have dispatching services that the Emergency Operations Center (EOC) Communications Center has been activated. Unified Command under NIMS will be established as required.
- 2. Ascertain that all communications equipment is checked.
- 3. Ascertain that duty rosters, personnel assignments and staffing requirements for the center are adequate.
- 4. EOC personnel will acknowledge and authenticate all reports and report all rumors to the Emergency Public Information Officer (PIO).

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- Ascertain that adequate supplies, services and materials are available including arrangements for food, water, lighting and fuel to support EOC staff and personnel deployed to the disaster site.
- 6. Ascertain that operations logs and message handling procedures are adequate and that all personnel are familiar with the procedures.
- 7. The operations center will verify the effectiveness of warnings to special locations such as schools, hospitals, nursing homes, major industries, institutions and places of public assembly. A Special Locations List is Attachment 2 to this annex.
- 8. The Control and Coordination Group will perform resource control, except departmental resources, at the Emergency Operations Center.

#### C. ON-SCENE CONTROL - INCIDENT COMMAND SYSTEM (ICS)

- 1. The On-Scene Control System known as the Incident Command System (ICS) will be used unless need arises for Unified Command establishment under NIMS guidelines.
- 2. Responsibility for on-scene direction and control of all response actions resides with the Incident Commander (IC).
- 3. The ICS will provide overall management at the incident site, including public safety and public information actions. The IC directs, controls and orders resources, including people and equipment.
- 4. Depending on the size and complexity of the incident, operations will be coordinated by the Operations Section Chief, who reports to the IC. This function is responsible for the tactical actions at the incident site.
- 5. The Planning Section Chief is responsible for coordinating the planning function, and reports to the IC. This function is also responsible for the collection, evaluation, dissemination, documentation, and use of information about the incident, as well as the status of resources used at the scene.

The Planning Section is also responsible for preparation of the Incident Action Plan. For small incidents this plan can be written or oral. Written action plans should be used: when resources from multiple agencies are being used, when several jurisdictions are involved, or when the incident will require changes in shifts of personnel and/or equipment.

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- 6. The Logistics function is coordinated by the Logistics Chief, who reports to the IC. This function is responsible for providing facilities, services, personnel, equipment, and materials for the incident.
- 7. The finance/administration function is coordinated by the Finance Section Chief, who reports to the IC. This function is responsible for the tracking of all incident costs, evaluating the financial considerations of the incident, and for any administrative duties not handled by the other functions.
- 8. During response operations the Incident Commander and his staff are located in the Incident Command Post (ICP). The IC's staff may include:
  - A Safety Officer responsible for assessing the hazards that response personnel may be exposed to, and developing measures to ensure personnel safety.
  - An Public Information Officer who is responsible for developing accurate and complete
    information applicable to the incident, including cause, size, current situation, resources
    committed, and other matters of general interest. This person also serves as the point of
    contact for the media and other government agencies that desire information directly
    from the incident scene.
  - A Liaison Officer who is responsible for serving as a point of contact with organizations
    that are supporting the response effort, but are not part of the command structure
    located at the incident scene.
- 9. The Incident Commander directs all operations from the Incident Command Post which is located as close to the scene as practical.

#### D. TRANSITIONAL RELATIONSHIPS

In emergency response and/or recovery situations there can only be one person "in charge". Depending on the situation, it may be appropriate for the Incident Commander to be the person in charge; at other times important decisions must be made away from the incident site, or before an incident site is established, at the EOC. The direction and control function may transition from the incident scene(s) to the EOC or from the EOC to the scene(s).

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From EOC to the Scene: The establishment of an emergency site Incident Command Post may not be possible or appropriate during the initial response phase of some emergencies. As several operationally related actions may need to be completed before an emergency scene is established, many of the initial response actions must be taken from the EOC. When the effects of the incident/emergency situation become clearer, and a specific emergency site is defined, command can be transitioned to an Incident Commander that has responded to the scene. Once command is transitioned to the IC, the EOC would provide support, and would not be responsible for operational decision-making.

From Multiple Scenes to the EOC: As emergencies escalate into large-scale disaster proportions, more than one scene (and more that one IC) can become involved. As this happens, it is then important for field operations to be coordinated through the EOC thru the establishment of Unified Command. Each IC will be informed of the expanding scope of operations that will be coordinated through the EOC. The ICs are advised of the expanding scope of operations, and the developing competition for resources. It is in the prioritizing of the allocation of limited resources that the EOC will need to be in control during the response phase.

Interjurisdictional Relationships: Initial emergency response by Wethersfield will, to the maximum extent possible, be by the town forces. If additional assistance is needed, it will be obtained through existing "mutual aid" agreements. Assistance to take care of other unmet needs should be requested through the State Emergency Management Area #3's Office's EOC and Area Coordinator. If additional assistance beyond State capabilities is needed, the State Office of Emergency Management Headquarters would coordinate requests with the appropriate Federal agencies, including a request for a Presidential Disaster Declaration to allow supplemental Federal financial and technical assistance to be provided.

#### E. UNIFIED COMMAND (NIMS COMPLIANT)

In ICS, Unified Command is a unified team effort, which allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

A Unified Command structure, then could consist of a responsible official from each jurisdiction in a multi-jurisdictional incident - or representatives from several agencies or departments from a single jurisdiction. A Unified Command structure could also consist of local, State and Federal agencies. Unified Command partners contribute to: determining overall incident goals, selecting response strategies, coordinating planning for response activities, and making maximum use of assigned resources.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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The Town Manager, or anyone legally administering as the Chief Executive Officer, is responsible for managing large-scale emergency situations, mobilizing resources and ordering large-scale evacuations.

#### The CHIEF EXECUTIVE OFFICER:

- 1. Activates the EOC when appropriate.
- 2. Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work station, staging area, etc.) in accordance with the organization's SOP.
- 3. When notified, reports to the EOC.
- 4. If appropriate, identifies and establishes contact with IC(s) in the field.
- 5. Provides overall direction of emergency response operations, until an emergency scene is established and an Incident Commander (IC) assumes this responsibility.

(For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the Chief Executive Officer.)

- 6. As appropriate, designates an IC to direct tactical operations at each emergency scene.
- 7. As appropriate, directs implementation of protective actions for public safety.
- 8. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
- 9. When appropriate, terminates response operations and releases personnel.

#### THE WETHERSFIELD VOLUNTEER FIRE DEPARTMENT:

- 1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as appropriate.
- 2. Identifies an IC, establishes an Incident Command Post (ICP), and assigns staff.
- 3. Performs IC duties at the emergency scene, if appropriate.
- 4. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
- 5. Notifies the EOC of the situation.
- 6. Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need for evacuation.
- 7. Assists, as appropriate in the evacuation of people at risk.

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8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.

#### THE WETHERSFIELD POLICE DEPARTMENT

- 1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, etc.
- 2. Identifies an agency/department IC and establishes an ICP, if appropriate, assigns staff.
- 3. Performs IC duties at the emergency scene, if appropriate.
- 4. Sends a senior representative to the EOC, when the EOC has been activated.
- 5. Manages law enforcement resources and directs law enforcement operations. Duties may include:
  - Directing and controlling traffic during emergency operations.
  - Assisting in the evacuation of people at risk.
  - Controlling access to the scene of the emergency or the evacuation area.
  - Providing security in the area affected by the emergency to protect public and private property.
  - Conducting damage assessment activity (through use of aircraft, helicopter, or other police vehicles).

#### **THE EOC MANAGER (Emergency Management Director):**

- 1. Immediately notifies the Chief Executive Officer of significant emergency situations that could affect the municipality.
- 2. When directed by the Chief Executive Officer, or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the actions appropriate for the situation (report to EOC, scene of emergency, stand by, etc.) in accordance with their organization's SOP.
- 3. Activates EOC when directed to do so by the Chief Executive Officer or when the situation warrants such action.
- 4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
  - Information processing: This task involves the collection, evaluation, display, and
    dissemination of information about the emergency situation to help support the Town/City's
    response operations. Information collection sources include, but are not limited to:
    emergency response organizations, media, neighboring communities, State and Federal
    governments, volunteer groups, private sector businesses, citizens, etc. Typical tasks
    associated with information processing may include:
    - Maintaining a significant events log.
    - Message handling.

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- Aggregating damage information from all available sources.
- Identifying resource needs.
- Preparing summaries on status of damage.
- Preparing briefings for senior management officials.
- Displaying appropriate information in the EOC.
- Preparing and submitting necessary reports when required (re: situation, critical resource status, etc.), including Local Government Situation Reports (OEM Form 233) to the State Office of Emergency Management Area Office EOC, as appropriate.
- Coordinating logistical support for response personnel and disaster victims
- When directed by the Chief Executive Officer, or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
- When directed by the Chief Executive Officer, terminating operations and closing the EOC.

#### THE WETHERSFIELD PUBLIC WORKS DEPARTMENT (Director of Public Works):

- 1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as appropriate.
- 2. Identifies an agency/department IC and establishes an ICP, if appropriate, assigns appropriate personnel to IC staff.
- 3. Performs IC duties at the emergency scene, if appropriate.
- 4. Notifies the EOC of the situation if the original notification did not come from the EOC.
- 5. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
- 6. Manages public works resources and directs public works operations. Duties may include:
  - Performing debris removal operations.
  - Assisting in urban search and rescue (US&R) efforts.
  - Conducting damage assessment activities (through the use of vehicles, remote video equipment, etc.).
  - Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the emergency scene and at the EOC.
  - Assisting in the evacuation of people at risk.
  - Coordinating with utility companies to restore power.

#### THE EMERGENCY MANAGEMENT DIRECTOR WILL ALSO:

- 1. Ensures appropriate staff members report to the EOC.
- 2. Duties may include:
  - Coordinating EOC operations.
  - Staffing the Information Processing Section.

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- Advising/briefing the <u>Chief Executive Officer</u> and other key members of the emergency response organization on the situation.
- Recommending to the <u>Chief Executive Officer</u> actions to protect the public from the lifethreatening consequences associated with the emergency situation.

#### THE PUBLIC INFORMATION OFFICER (PIO) (Position filled by Town Manager Until Named):

- 1. When notified, reports to EOC or incident scene as appropriate.
- 2. Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
- 3. Refer to Annex D (Emergency Public Information EPI) for additional tasking.

#### THE HEALTH AND MEDICAL COORDINATOR (Central CT Health District Director):

- 1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
- 2. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
- 3. Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims.
- 4. Collects information and reports damage/status of health and medical facilities and equipment to the EOC.

#### THE COMMUNICATIONS COORDINATOR (Title of individual to serve in this capacity.):

- 1. Serves as a member of the EOC team.
- 2. Ensures the emergency communications section in the EOC is equipped with the appropriate communications gear.
- 3. Refer to Annex B (Communications) for additional tasking.

#### THE WARNING COORDINATOR (Title of individual to serve in this capacity.):

(Position may be combined with Communications Coordinator, and when practical should be permanently assigned to the EOC):

1. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring communities, and the Connecticut Office of Emergency Management Area Coordinator and the State EOC of an emergency situation. Special attention to be given to the use of Nextel Cell Phones.

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- 2. Develops and maintains a phone list or other means for warning special locations, such as schools, hospitals, nursing homes, major industrial sites, institutions, and places of public assembly.
- 3. Identifies public and private service agencies, personnel equipment, and facilities that could be called upon to augment Wethersfield's warning capabilities.
- 4. Refer to Annex C (Warning) for additional tasking.

#### THE EVACUATION COORDINATOR (Social Services And Parks & Rec. Directors - Jointly):

- 1. When notified of an emergency situation, reports to the EOC, if appropriate.
- 2. Coordinates implementation of evacuation actions with the appropriate tasked organizations.
- 3. Refer to Annex E (Evacuation) for additional tasking.

#### THE SHELTER/MASS CARE COORDINATOR (Social Services and Parks & Recreation-Jointly)

- 1. When notified of an emergency situation, reports to the EOC, if appropriate.
- 2. Coordinates implementation of mass care actions for the public with the appropriate tasked organizations.
- 3. Refer to Annex F (Shelter/Mass Care) for additional tasking.

#### THE RESOURCE MANAGER (Finance Director):

- 1. When notified of an emergency situation, reports to the EOC, if appropriate.
- 2. Coordinates implementation of resource management activities with the appropriate tasked organizations.
- 3. Refer to Annex H (Resource Management) for additional tasking.

**THE TOWN ATTORNEY,** when notified of an emergency situation, sends a representative to the EOC if appropriate.

#### THE SUPERINTENDENT OF SCHOOLS:

- 1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
- 2. Protects students in school when an emergency situation occurs, if appropriate.
- 3. Evacuates students, if appropriate.
- 4. When directed by appropriate authority, closes school facilities and releases students.
- 5. When directed by appropriate authority, makes schools available for use as mass care facilities.
- 6. Conducts damage assessment of school facilities.

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#### TREASURER/CHIEF FINANCIAL OFFICER (Finance Director):

- 1. When notified of an emergency situation, reports to the EOC, if appropriate.
- 2. Provides the Resource Manager and the <u>Chief Executive Officer</u> with summary briefings on the status of financial transactions.
- 3. Maintains records of all financial transactions during response operations.
- 4. Handles all procurement requests initiated by response organizations.
- 5. Establishes a procedure for Wethersfield to accept "cash donations", where statute permits such action; however, communities may wish to avoid competing with non-profit organizations' efforts to fund their activities.
- 6. Becomes familiar with the protocol and procedures required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) that are applicable to reimbursing Wethersfield for eligible expenses associated with Presidentially declared disasters.
- 7. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by Wethersfield during the emergency situations.

The **CONNECTICUT MILITARY DEPARTMENT** may provide personnel and equipment to support direction and control actions at the scene and/or the EOC (at the direction of the Governor).

**VOLUNTEER ORGANIZATIONS**, when notified of an emergency situation, send representatives to the EOC, if appropriate.

**PRIVATE UTILITY COMPANIES**, when notified of an emergency situation, send representatives to the EOC, if appropriate.

#### The ANIMAL CARE and CONTROL COORDINATOR (Wethersfield Animal Control Officer):

- 1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
- 2. Manage public and private sector efforts to meet the animal service needs that arise including:
  - Rescue and capture of animals that have escaped confinement, and been displaced.
  - Wildlife.
  - Evacuation.
  - Sheltering.
  - Care of the injured, sick, and stray.
  - Disposal of dead animals.
- Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
- 4. Prepares a resource list that identifies the agencies/organizations that are responsible for providing

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- the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.
- 5. Coordinates response activities with the appropriate representatives in the EOC (EOC Manager, Evacuation Coordinator, Shelter/Mass Care Coordinator, Red Cross, Public Information Officer, Health Director, Resources Manager, etc.).
- 6. Coordinates the rescue of injured or endangered animals with fish and game divisions, wildlife organizations, cooperative extension offices, veterinarians, etc.

#### **ALL TASKED ORGANIZATIONS** will:

- 1. Activate a control center within the EOC to support and facilitate the organization's response activities (dispatch and manage personnel and resources, maintain a significant events log, report information to the information processing center at the EOC, coordinate with organizational personnel at the emergency scene or EOC, etc.). If appropriate, maintain a representative at the EOC.
- 2. Establish a procedure to identify, and report to the information processing section in the EOC, damage to organizational resources and facilities. Additional tasking may include responsibility for reporting damage to, or status of, critical facilities, such as:
  - Emergency service facilities and equipment (fire stations, police stations, custodial facilities, hospitals, and other health care facilities, rescue squads; public works,etc.).
  - Communications networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.).
  - Water supply system/facilities, to include waste water treatment.
  - Utilities (power plants, substations, power lines, etc.).
  - Transportation networks (roads, bridges, airports, rail terminals, and maritime ports).
  - Homes, businesses, public facilities, etc.
- 3. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies have authority to commit resources and set policies.
- 4. Provide support to the IC, as required.
- 5. If appropriate, establish a protocol for interfacing with State/Federal responders.
- 6. Coordinate with the PIO and clear press releases with the <u>Chief Executive Officer</u> before releasing information to the media for public consumption.
- 7. Document all costs and expenses associated with response and recovery activities.

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#### V. <u>ADMINISTRATION AND LOGISTICS</u>

The <u>Chief Executive Officer</u> will initiate emergency declarations upon evaluating recommendations by the Fire Chief (Incident Commander), Police Chief, Director of Health, Director of Public Works, Emergency Management Director and/or other appropriate officials. He will initiate damage surveys, damage estimates, and damage survey inspections as advised by the Emergency Management Director.

The Emergency Management Director is responsible for coordinating State/Federal administrative requirements during the emergency period, and for providing damage reports to the State Office of Emergency Management Area Office Coordinator.

Each agency/department head will submit such reports or ledgers to the EOC relating to their agency's expenditures and obligations during the emergency conditions, as prescribed by the <u>Chief Executive</u> <u>Officer</u> and/or Comptroller.

The Emergency Management Director, or designee, will submit daily (or more often if appropriate) situation, resource consumption, resource shortfall, etc. report(s) to the State Office of Emergency Management Area Office Coordinator.

The Emergency Management Director, or designee, will report on the status of the mass care services being provided by volunteer agencies or other non-governmental organizations. State Office of Emergency Management Form 233 (Local Government Situation Report) should be used to provide mass care information.

*Self-support.* Each tasked organization will provide its own logistical support during the initial phase (the first 24 hours) of response operations. Additional support should be obtained through Wethersfield EOC, or the Incident Commander, as appropriate. Nextel cell phones will be a supplemental mode of communication since they are in the hands of all Wethersfield town department heads

Agreements and Understandings. When Wethersfield's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. All agreements and understandings should be entered into by duly authorized officials and should be formalized in writing.

#### VI. ANNEX DEVELOPMENT AND MAINTENANCE

This Annex will be updated by the Emergency Management Director for the purpose of

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correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, the Emergency Management Director will notify in writing the State Office of Emergency Management and all Annex holders. The Annex shall be reviewed annually but in no case shall updating and notification to the State Office of Emergency Management exceed a period of four (4) years from the date of this Annex. Revisions shall be provided by the Emergency Management Director to all Annex holders.

Some departments, agencies and offices having mission assignments are required to develop and maintain a current Annex to this Emergency Operations Plan and Annexes. They shall deliver two (2) copies of the Annex to the Emergency Management Director within thirty (30) working days of the request for such Annex. An Annex becomes an official part of this Plan and Annex upon signing of the Annex by the Emergency Management Director and the Chief Executive Officer.

#### VII. <u>AUTHORITY AND PROMULGATION</u>

Authority for this Annex is contained in the Connecticut General Statutes as amended, Title 28, Chapter 517. Authority is also granted under the Town of Wethersfield Emergency Operations Plan and such Wethersfield Executive Orders and town Ordinances as may be applicable.

This Annex will become effective upon the approval of the <u>Chief Executive Officer</u> and the Emergency Management Director. When approved, this Annex will supersede any and all previously written and approved Direction and Control Annexes.

This Annex to the Emergency Operations Plan (EOP) has been developed following the guidance provided in "SLG-101: Guide for All-Hazard Emergency Operations Planning" published by the Federal Emergency Management Agency (FEMA). The EOP and its Annexes are required under Section 28-7(a) of Title 28, Chapter 517 of the Connecticut General Statutes. All local government departments, agencies and offices and all local emergency management (Civil Preparedness) forces shall carry out the duties and functions assigned in this EOP and its Annexes. Local officials may also wish to refer to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Attachment 1

#### **EMERGENCY OPERATIONS CENTER**

#### **STAFFING ASSIGNMENTS**

## See Appendix #3 – Confidential Call Up Listing located in CEO's Office and Dispatch Center.

Attachment 3

#### DISPLAYS, LOGS, AND MESSAGE PROCEDURES

STATUS BOARDS: Boards and charts which must be kept current are:

- 1. List of Events
- 2. Current Status
- 3. Situation Map
- 4. Shelter Status Board
- 5. Maps
- 6. List of Active Units by Incident
- 7 Out of Town Resources In Use(Or Requested)
- 8. Radio Channels in Use

Status Boards include operational status of emergency forces, emergency workers and equipment deployed for each department.

Event Board lists major events, time the event happened, where it happened, and measures taken to recover from the event.

Shelter Status Board lists locations of shelters and number of shelterees in each.

A large town map should be used to depict emergency situation and impediments to emergency and recovery operations.

The use of video recordings, computers and audio recordings to track progress of events is encouraged

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#### **EMERGENCY LOGS:**

Incoming Messages: Post messages in log in order of receipt. Use sender's message number, origin, date/time group and brief title of message.

Outgoing Messages: Assign next number in book using a three-digit number starting with 001. Post message in log giving number, destination, date and time and brief title.

Message Runner: Deliver all incoming messages to the Operations Officer and deliver outgoing messages to the Log Clerk for number, then to appropriate communicator. Runner must know which communicator is in contact with addressee.

Urgent (U) messages have the highest priority and must be delivered first.

Priority (P) messages are second and Routine (R) have the lowest priority.

Runner must make sure that message copies are returned to the proper file.

## WETHERSFIELD, CONNECTICUT

EMERGENCY OPERATIONS PLAN

# ANNEX E EVACUATION

#### **EFFECTIVE DATE**

December 9, 2005

Submitted By:	
Richard T. Fippinger, Emergency Management Director	December 5, 2005 Date

Approved By:

Revision Date: July 18, 2008

Bonnie Therrien, Town Manager

December 9, 2005

**Chief Executive Officer** 

Date

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#### I. <u>PURPOSE</u>

This annex was developed to provide for the orderly and coordinated evacuation of Wethersfield residents in the event of a natural or technological disaster.

#### II. SITUATION AND ASSUMPTIONS

#### A. SITUATION

- 1. A local hazard analysis has identified a number of hazards significant enough to require the evacuation of a portion of <a href="mailto:the-wethersfield">the Wethersfield</a> population. The hazards include: major snow fall, ice storms, blizzards, hazardous material incidents/accidents, aircraft accidents, tornadoes, hurricanes, electrical storms, major fires, energy/fuel shortages, forest fires, water contamination, earthquakes, and major highway accidents. Thunderstorms that may produce dangerous winds and tornadoes might appear with little advance warning.
- 2. Any hazard-related emergency might require evacuation of some or all Wethersfield residents. The extent of any evacuation will be based on the extent of a given emergency.
- 3. There are three (3) classifications of emergencies with parallel evacuation requirements.
  - A. <u>Limited Incident</u> a natural or technological disaster requiring the evacuation of one hundred or fewer Wethersfield residents.
  - B. <u>Localized Disaster</u> a natural or technological disaster limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread so that only the affected neighborhoods need to be evacuated.
  - C. <u>Major Disaster</u> a natural or technological disaster resulting in the general widespread destruction of property throughout <u>the Town of Wethersfield</u> with the concurrent need for a general evacuation.

#### **B. ASSUMPTIONS**

- 1. The public will receive and understand official information (warnings) related to the evacuation.
- 2. The public will act in its own interest and evacuate dangerous areas when there is sufficient warning of a threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
- 3. Some people will refuse to evacuate, regardless of the threat.

- 4. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- 5. Approximately 20 percent of the population at risk will require shelter in a shelter/mass care facility. Many evacuees will seek shelter with relatives and friends or in motels rather than use government-provided shelter/mass care facilities.
- 6. Where available, military support (as approved by the Governor) will support evacuation efforts.
- 7. For some seasonal hazards, such as hurricanes, designated evacuation routes will be used.
- 8. Evacuation during emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The person responsible for implementing the evacuation would be the Incident Commander (IC) at the scene of the emergency, with support arranged through the Emergency Operations Center (EOC) as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

#### III. CONCEPT OF OPERATIONS

#### A. GENERAL

- 1. The responsibility for ordering evacuation rests with <u>Wethersfield's Town Manager</u>, or anyone legally administering that office. In addition, the Fire Chief or senior fire officer-incharge (Incident Commander) has statutory authority to order an evacuation.
- 2. The evacuation of "special needs" populations are specified in the facilities' own emergency plans. These would include rest homes, day care centers, and public and private schools. The disabled population (hearing/sight/mentally/mobility impaired) should be monitored by the CT Tri Town Health District, and the area Visiting Nurses Association. Prisoners in police holding cells will be the responsibility of the Police Department. The EOC will notify local motels and hotels in the affected area. Hotel guests are assumed to have their own transportation. Residents and transients without transportation should call the number identified by the EOC.
- 3. <u>The Town</u> Public Information Officer (PIO) is responsible for keeping the evacuees and the general population informed on evacuation activities. (See Annex D Emergency Public Information.)

- 4. The Evacuation Coordinator will develop and maintain necessary options and appropriate evacuation routes to protect and move people away from the different types of hazards the Town faces.
- 5. The primary method of transport during an evacuation will be personal vehicles supplemented by <u>Town</u> and State vans and buses. Under certain circumstances <u>Town</u> emergency vehicles (police cruisers, public works trucks, etc.) may be used.
- 6. The Evacuation Coordinator will identify assembly areas in hazard areas for picking up people who need transportation.
- 7. The Evacuation Coordinator and the Police Department will develop an evacuation movement control procedure.
- 8. The Police Department is responsible for providing access control to the evacuation area(s). The Public Works Department will provide assistance in access control with vehicles and barricades.
- 9. The Police Department is responsible for the protection of property in the area(s) that have been evacuated.
- 10. The Evacuation Coordinator will develop a Standard Operating Procedure (SOP) to outline the provisions that have been made for the return of people to their homes.

#### B. INTERJURISDICTIONAL RELATIONSHIPS

In an emergency of a local nature, the State Office of Emergency Management Area Office and communities with which mutual aid agreements exist will be alerted. The mutual aid agreements, verbal and written, will be utilized if feasible and necessary.

Mutual aid assistance from other communities, volunteer organizations, private agencies, and the State and/or Federal governments will be requested by the <u>Chief Executive Officer</u>, and coordinated by the Evacuation Coordinator and the Emergency Management Director.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Specific to evacuation and in addition to assignment in basic Emergency Operations Plan (EOP).

#### **CHIEF EXECUTIVE OFFICER:**

- 1. Requires the Evacuation Coordinator to report to the Emergency Operations Center (EOC) when notified of an emergency situation.
- 2. Issues a statement on <u>the Town</u>'s policy on people who do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
- 3. Issues evacuation instructions or an evacuation order when appropriate.

## **EVACUATION COORDINATOR (Emergency Management Director or his delegated authority):**

- 1. Upon arrival at the EOC, reviews known information about the emergency situation and make recommendations to the Emergency Management Director on the appropriate evacuation options to implement.
- 2. Determines any scene(s) which the Incident Commander (IC) may have already evacuated. If so, identifies perimeters.
- 3. Identifies assembly areas for picking up people who need transportation.
- 4. Identifies evacuation routes.
  - Estimates the traffic capacity of each designated evacuation route.
  - Selects evacuation routes from risk areas to designated shelter/mass care facilities.
  - Examines access to and evacuation from each part of the risk areas.
  - Prepares the evacuation movement control plan.
  - Coordinates with law enforcement officials.
- 5. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk.

#### **EMERGENCY MANAGEMENT DIRECTOR:**

- 1. Makes recommendations to the Town Manager on the appropriate evacuation options to implement.
- 2. Ensures that functional coordinators are clear on locations of shelter/mass care facilities outside of the risk areas that will be used to house evacuees.
- 3. Coordinates with and assists the Animal Care and Control Coordinator to identify facilities that may be used to house evacuated animals.

#### **POLICE DEPARTMENT:**

- 1. Provides traffic control during evacuation operations. Operational considerations include:
  - Route assignment and departure scheduling.
  - Road capacity expansion.
  - Entry control for outbound routes.
  - Perimeter control on inbound routes.
  - Traffic flow, including dealing with breakdowns.
  - Establishment of rest areas.
- 2. Secures, protects, and houses those prisoners that must be evacuated.
- 3. Assists in the evacuation of the risk areas, as necessary.
- 4. Protects property in the evacuated areas.
- 5. Limits access to the evacuated areas.
- 6. Coordinates with the Evacuation Coordinator.

#### PUBLIC WORKS DEPARTMENT:

1. Verifies the structural safety of evacuation routes (roads, bridges, railways, waterways, airstrips, etc.).

#### PUBLIC INFORMATION OFFICER (PIO) (Town Manager or Delegated Authority):

- 1. Disseminates the following types of instructional materials and information to evacuees:
  - Identification of the specific area(s) to be evacuated.
  - List of items that evacuees should take with them (such as food, water, medicines, portable radios, fresh batteries, clothing, sleeping bags).
  - Departure times.
  - Pick-up points for people requiring transportation assistance.
  - Evacuation route maps and directions.
  - Location of shelter/mass care facilities outside of the evacuation areas.
- 2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
- 3. Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.

#### SHELTER/MASS CARE COORDINATOR (Recreation or Social Services Director):

1. Activates staff and opens shelter/mass care facilities outside the evacuation areas when directed to do so by appropriate authority.

#### **HEALTH AND MEDICAL COORDINATOR (Tri Town Public Health Administrator):**

- 1. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
- 2. Ensures transport and medical care are provided for the patients being evacuated.
- 3. Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

#### SUPERINTENDENT OF SCHOOLS:

- 1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
- 2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
- 3. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

#### ANIMAL CARE AND CONTROL COORDINATOR (Animal Control Officer):

- 1. Based on information from the Evacuation Coordinator on the high hazard areas in Wethersfield, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
- 2. Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, university laboratories, etc., and wildlife (as appropriate) from the risk area.
- 3. As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
- 4. Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
- 5. As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and other animals needing transport to a safe location.

#### ALL TASKED ORGANIZATIONS:

- 1. Make provisions to protect and secure facilities and equipment not removed from the evacuation area.
- 2. Identify and make provisions to relocate organizational equipment and supplies that will be moved from the evacuation area.

#### V. ADMINISTRATION AND LOGISTICS

#### A. ADMINISTRATION

<u>The Town</u> government is responsible for all people and property within <u>Town</u> boundaries to the limit of Town resources.

- 1. The Evacuation Coordinator is responsible for maintaining complete records and reports associated with tracking the status of evacuation events.
  - Evacuation notices.
  - The number evacuated.
  - The number of evacuees in shelter/mass care centers (in conjunction with the Shelter/Mass Care Coordinator).
- 2. The Evacuation Coordinator is responsible for maintaining up-to-date evacuation route maps that depict designated primary and alternate evacuation routes.

#### **B. LOGISTICS**

- The Evacuation Coordinator will make provisions to move from the evacuation area those
  essential supplies and equipment items needed to sustain operations and to meet the needs of
  evacuees. Typical items include:
  - Food.
  - Water and water trailers.
  - Medical supplies.
  - Food, carriers, leashes, etc. for animals.
  - Sanitation devices.
  - Portable generators and lighting devices.
  - Gas and diesel fuel.
  - Public works equipment and vehicles such as bulldozers, graders, dump trucks, snowplows, etc.
  - Police and fire fighting vehicles, etc.
- 2. Mutual aid agreements with neighboring jurisdictions identifying the support (law enforcement personnel, vehicles to transport evacuees, shelter/mass care staff and facilities, etc.) to be provided by the jurisdictions to facilitate evacuation operations.

3. Support may be requested from various private and volunteer organizations. These organizations will assist in the manner best suited to their respective capabilities.

#### VI. PLAN DEVELOPMENT AND MAINTENANCE

This annex shall be reviewed and updated by the <u>Evacuation Coordinator</u> as changes occur throughout the year. All changes in the annex, its attachments, Standard Operating Procedures and other necessary implementing documents shall be forwarded to the Emergency Management Director as they occur. At a minimum this annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all holders prior to the completion of the four-year review cycle.

#### VII. AUTHORITY AND REFERENCES

Authority for this annex is contained in the Wethersfield\_Emergency Operations Plan; Title 28, Chapter 517 of the Connecticut General Statutes, as amended; FEMA's Guide for All- Hazard Emergency Planning (SLG 101); and such Executive Orders, Charter Provisions, and <u>Town</u> Ordinances or Special Acts as may be applicable.

This annex will become effective upon the approval of the Emergency Management Director and the <u>Chief Executive Officer</u>. When approved, this annex will supersede any and all previously written and approved Evacuation annexes.

#### **Appendix A - Limited Incident**

#### LIMITED INCIDENT

#### I. PURPOSE

Describe the procedures and responsibilities relating to a limited evacuation.

#### II. SITUATION

A natural or technological disaster affecting one hundred or fewer <u>Town</u> residents necessitating the evacuation of the immediate area.

#### III. ASSUMPTIONS

A limited incident would require an evacuation of short duration. The senior emergency responder at the scene of the incident must decide if evacuation is warranted.

#### IV. PARTICIPATION

- A. Town
  - 1. Chief Executive Officer's Office
  - 2. Fire Department
  - 3. Police Department
  - 4. Public Works Department
  - 5. Emergency Management Department
- B. Private Agencies Utilities Red Cross

#### V. CONCEPT OF OPERATIONS

- A. The senior emergency responder orders the evacuation of the immediate area.
- B. The immediate area is secured by
  - 1. Police
  - 2. Fire Personnel
  - 3. Public Works
  - 4. A combination of the above
- C. As required the senior emergency responder may request:
  - 1. Transportation for evacuees
  - 2. Shelter for evacuees
- D. Transportation and shelter needs will be coordinated through the fire department or Evacuation Coordinator, whichever is on the scene.
- E. The Chief Executive's Office will be kept informed of the status of the operation by the senior emergency responder at the scene, or the Evacuation Coordinator.
- F. The senior fire officer-in-charge along with any specialist at the scene will determine when it is safe to re-enter the evacuated area.

#### **Appendix B - Localized Disaster**

#### **LOCALIZED DISASTER**

#### I. PURPOSE

To provide guidance for the evacuation of a limited number of <u>Town</u> residents due to a natural or technological disaster.

#### II. SITUATION

A natural or technological disaster occurs limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread necessitating the evacuation of only the affected areas.

#### III. PARTICIPATION

#### A. Town

- 1. Town Managers Office
- 2. Emergency Management Department
- 3. Education Department
- 4. Police Department
- 5. Fire Department
- 6. Public Works Department
- 7. Other Town/City departments as required

#### IV. EXECUTION

Execution of this appendix is effective upon order of the zTown Manager or his designee.

Evacuation will not require, as a prerequisite, the declaration of an emergency.

#### V. DIRECTION AND CONTROL

The Evacuation Coordinator or Emergency Management Director will coordinate the activities of various Town departments relative to the evacuation.

#### VI. MISSION ASSIGNMENTS

#### A. Emergency Management Director

- 1. Act as a liaison for all Town agencies.
- 2. Coordinate transportation required for evacuation.
- 3. Activate shelter annex as required.

#### B. Police Chief

- 1. Assist in alert and warning.
- 2. Access control to evacuated area.

#### C. Fire Chief

- 1. Alert and warning.
- 2. Rescue as required.
- 3. Assist in access control.

#### D. Education Department

- 1. Evacuate students, staff, and faculty as required by the emergency situation.
- 2. Support evacuation as required.

#### E. Public Works

- 1. Support access control.
- 2. Provide transportation support.

#### VII. CONCEPT OF OPERATIONS

- A. As time permits, the emergency management team will advise the Town Manager whether or not to order evacuation of the threatened area.
- B. The Town Manager will order the evacuation of the threatened area. If time constraints exist, the senior emergency responder at the scene of the emergency will initiate the evacuation.
- C. The Evacuation Coordinator will be informed of the decision to evacuate.
  - 1. Based on the decision to evacuate, will arrange required transportation.
  - 2. Activate Shelter/Mass Care Annex.
  - 3. Keep the town managers Office informed of the status of operations.
- D. The Town Manager will prepare and release official instructions and media releases.
- E. Police and Fire Departments will disseminate alert and warning to evacuate.
  - 1. Police will secure evacuated area.
  - 2. Public Works and Fire Departments will support police in access control as required.
- F. Evacuation will remain in effect until the Town Manager declares the end of the emergency. Emergency Management personnel will advise the Town Manager when it is safe to return to the evacuated area.

#### **Appendix C – Major Disaster**

#### MAJOR DISASTER

#### I. PURPOSE

To provide guidance in the event of a major disaster which necessitates evacuation of Wethersfield Town residents.

#### II. SITUATION

A natural or technological disaster causes general widespread destruction of property throughout <u>the Town</u> with the concurrent loss of large numbers of housing units or renders large sections of <u>the Town</u> uninhabitable.

#### III. ASSUMPTIONS

A large-scale evacuation within the Town will require the coordinated efforts of all Town departments.

#### IV. PARTICIPATION

- A. Town of Wethersfield
  - 1. Chief Executive Officer's Office
  - 2. Emergency Management Department
  - 3. Education Department
  - 4. Police Department
  - 5. Emergency Medical Service
  - 6. Fire Department
  - 7. Public Works Department
  - 8. Human Services Department
  - 9. Health and Medical Department

#### B. Private Agencies

- 1. Hospitals, Nursing Homes and Convalescent Homes
- 2. Utilities

#### V. EXECUTION

Declaration of a State of Emergency by the Chief Executive Officer.

#### VI. MISSION ASSIGNMENTS

- A. Town of Wethersfield
  - 1. <u>The Chief Executive Officer's Office:</u> will provide the public with timely and authoritative information on the status of the evacuation.

- 2. <u>The Superintendent of Schools:</u> will evacuate students, faculty and staff as required and notify the Chief Executive's Office of such action through the Emergency Management Director.
- 3. The Emergency Management Director:
  - a. Will act as liaison for all <u>Town</u> departments.
  - b. Activate Mass Care Annex as required.
- 4. The Police Chief:
  - a. Alert and warn the public to evacuate.
  - b. Secure the evacuated area.
  - c. Provide security for vital facilities.
- 5. The Fire Chief:
  - a. Alert and warning to the public to evacuate.
  - b. Assist police in access control.
- 6. The Public Works Director:
  - a. Maintain vital facilities.
  - b. Assist police in access control.
  - c. Provide transportation support.

#### B. Private Agencies:

- 1. Hospitals, Nursing Homes and Convalescent Homes
  - a. Evacuate all patients that can be evacuated.
  - b. Provide those patients that cannot be evacuated with optimum care and protection.
- 2. Utilities:
  - a. Curtail service to evacuated area.
  - b. Maintain service to vital facilities.

# Wethersfield, Connecticut <u>EMERGENCY OPERATIONS</u> <u>PLAN</u>

# ANNEX F SHELTER/MASS CARE

DECEMBER, 2005

Submitted by:

Richard T. Fippinger

Emergency Management Director

Date

Approved By:

Bonnie Therrien, Town Manager

Chief Executive Officer

December 20, 2005

Date

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APPROVAL

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#### I. PURPOSE

This annex was developed to provide for the orderly and coordinated use of facilities for sheltering Wethersfield's residents in the event of a natural or technological disaster. The Town of Wethersfield is responsible for the development of a capability to provide Shelter/Mass Care services for its citizens and should be prepared, if necessary, to receive and care for people evacuated from the area directly impacted by a disaster.

Wethersfield officials should be ready to provide different types of support in response to the unique nature of the situation. The Shelter/Mass Care Coordinators, prior to the onset of an emergency or disaster, will identify facilities (e.g., schools, churches, nonessential government buildings, etc.) that are needed to register, shelter, feed, protect, and provide for other human needs of the evacuation population. These facilities may be used to provide evacuees physical protection from the effects (wind, water, etc.) of a disaster.

During the post-disaster period these facilities could possibly be used on a long-term basis to feed/care for disaster victims. Wethersfield will look to The Federal Emergency Management Agency (FEMA) to provide temporary housing to the disaster victims whose homes have been severely damaged or destroyed or who cannot return home because of damage to, or debris on, roads and bridges. Other long-term post-disaster Shelter/Mass Care options may include: kitchens to feed people; water supply stations; first aid stations; temporary housing in rental units, tents, hotels/motels, and mobile homes; hygiene facilities (portable toilets and showers); mail service, etc.

#### II. <u>SITUATION AND ASSUMPTIONS</u>

#### A. SITUATION

Any hazard-related emergency might require the sheltering of some or all Wethersfield residents. The extent of any sheltering operations will be based on the extent of a given emergency. Wethersfield is vulnerable to a number of hazards including: major snow fall, ice storms, blizzards, hazardous material incidents/accidents, aircraft accidents, tornadoes, hurricanes, electrical storms, major fires, energy/fuel shortages, forest fires, flooding/water contamination, earthquakes, and major highway accidents. Thunderstorms that might produce dangerous winds and tornadoes may appear with little advance warning

There are three (3) classifications of emergencies with parallel sheltering requirements.

Limited Incident - a natural or technological disaster affecting one hundred or fewer
Wethersfield residents necessitating the use of a single sheltering facility presently the
Community Center) for a limited period of time.

- Localized Disaster a natural or technological disaster limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread with the necessitated utilization of a limited number of facilities as shelters.
- 3. Major Disaster a natural or technological disaster resulting in general widespread destruction of property throughout town with the concurrent loss of large numbers of housing units necessitating the opening of designated facilities to serve as shelters.

#### **B. ASSUMPTIONS**

The ultimate responsibility for Shelter/Mass Care services for citizens rests with the Town Manager (Chief Executive Officer).

A public nonprofit or private-sector (American Red Cross) organization under the direction of town staff will manage and staff Wethersfield's' Shelter/Mass Care facilities. Trained town volunteers will also be asked to assist.

In most jurisdictions, the American Red Cross (ARC) will serve as the principal organization responsible for operating Shelter/Mass Care facilities during disasters.

If ARC services are not available locally, other public or non-profit organizations in the community will supplement town staff in operating Shelter/Mass Care facilities. These organizations may include such agencies as the Salvation Army, churches, schools, or local service agencies.

Sufficient warning time will be available to ensure that Shelter/Mass Care facilities are opened in time to provide shelter and other services for the people that have been evacuated.

It is anticipated that approximately 80 percent of the evacuees will seek shelter with friends or relatives rather than go to an established Shelter/Mass Care facility.

Where available, military support (as approved by the Governor) will be available to support Shelter/Mass Care operations.

Wethersfield may have to enter into an agreement with adjacent communities to arrange for Shelter/Mass Care services for evacuees that cannot be taken care of in the Wethersfield, or to provide similar services to other jurisdictions when their evacuees cannot be cared for in their home communities. Presently that agreement exists with East Hartford for overflow of Millstone accident evacuation

#### III. CONCEPT OF OPERATIONS

When planning for Shelter/Mass Care operations a number of factors must be considered, including: the characteristics of the hazard or threat itself, its magnitude, intensity, spread of onset, duration, and impact on the community. The characteristics of the event will determine the number of people that will need to receive Shelter/Mass Care services.

#### A. GENERAL

- 1. The known hazard areas which may require evacuation are maintained in a separate town document, and attached for reference.
- 2. The Towns working relationship with the Red Cross or other nonprofit, public service, or private sector organization that has responsibility for managing Shelter/Mass Care facilities will be defined in a "Letter of Agreement."
- 3. The identity and location of all Shelter/Mass Care facilities as registered with the Red Cross are included as attachments to Appendix A of this annex.
- 4. It is the responsibility of the CEO, acting through the Public Information Officer, to keep the evacuees and general public informed on Shelter/Mass Care activities.
- 5. Standard Operating Procedures will be developed (if not already in place) for the operation of Shelter/Mass Care facilities. These may include:
  - Opening of the facility.
  - Staff composition and management structure.
  - Making provisions for registering and tracking location of each evacuee (to be able to respond to inquiries from the evacuee's family, track health concerns, etc.).
  - Outline specific services provided to evacuees (shelter, feeding, medical care, etc.).
  - Communications procedures.
  - Reporting requirements.
  - Termination of services and closure of the facility.

- 6. The Shelter/Mass Care Coordinator and the Public Information Officer will jointly establish an information flow procedure to the Towns' public inquiry response effort. This SOP will be part of the Emergency Public Information organization's mission.
- 7. Wethersfield, in conjunction with Regional Medical Management authorities, will develop protocols to define the interface between local, State, Federal and the Red Cross organizations, in Compliance with NIMS, under the National Response Plan's (NRP)Emergency Support Function # 6 (Mass Care). One method for accomplishing this is the "Disaster Welfare Information" system. This system, with FEMA assistance, uses information from shelter lists, casualty lists, hospitals, the State (and Area) Emergency Operations Center(s), and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones.
- 8. The Emergency Management Director, Shelter/Mass Care Coordinator and Central CT Health District will identify population groups requiring special assistance when being sheltered in a Shelter/Mass Care facility, i.e., the elderly and persons with disabilities.
- 9. The Shelter/Mass Care Coordinator with assist from the Central CT Health District will develop provisions for providing Shelter/Mass Care services for special needs populations. These include: school children, children in day care centers, nursing home residents; the disabled (hearing/sight/mentally or mobility impaired); non-English speaking people; institutionalized individuals (in mental health facilities, hospitals, nursing homes); incarcerated people; transient populations (hotel residents, the homeless, seasonal workers); and people without transportation.
- 10. The Town's Animal Care and Control Coordinator will make provisions to feed, shelter, and provide medical treatment for animals during large-scale disasters.

#### B. INTERJURISDICTIONAL RELATIONSHIPS

In an emergency of a local nature, the State Department of Emergency Management and Homeland Security (Region 3) and communities with which mutual aid agreements exist will be alerted. The mutual aid agreements, verbal and written, will be utilized if feasible and necessary.

Mutual aid assistance from other regional sources (CREPC via the Red Plan), other communities, volunteer organizations, private agencies, and the State and/or Federal governments will be requested by the CEO and arranged and coordinated by the Emergency Management Director and the Shelter/Mass Care Coordinator.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

(Specific to Shelter/Mass Care and additional to assignment in the basic EOP)

#### TOWN MANAGER/CHIEF EXECUTIVE OFFICER (CEO):

- 1. Requires the Shelter/Mass Care Coordinators to report to the EOC when notified of an emergency situation.
- 2. Issues an order to open Shelter/Mass Care facilities, when appropriate.

## SHELTER/MASS CARE COORDINATORS- SHELTER MANAGEMENT TEAM (Directors of Parks & Recreation and Social Services):

- 1. Assess the situation and makes recommendations to the Emergency Management Director on the number and location of Shelter/Mass Care facilities to be opened.
- 2. Reviews the listing of available Shelter/Mass Care facilities.
- 3. Notify persons and organizations identified in the Shelter/Mass Care resource list about the possible need for services and facilities.
- 4. Select Shelter/Mass Care facilities for activation in accordance with:
  - Hazard/vulnerability analysis considerations.
  - Location in relation to evacuation routes.
  - Services available in facilities.
  - Input from the Emergency Management Director.
- 5. When directed, coordinate the necessary actions to ensure Shelter/Mass Care facilities are opened and staffed, as needed.
- 6. Notify Shelter/Mass Care facility managers to do one of the following, when appropriate.
  - Stand by for further instructions on the specific actions to take and the estimated timing for opening Shelter/Mass Care facilities.
  - Take the necessary actions to open the facility they are responsible for managing.
- 7. Coordinate with the Resource/Finance Manager for supplies needed (including bulk emergency relief items) and ensure each Shelter/Mass Care facility receives its supplies.
- 8. Coordinate with EOC staff to ensure that communications are established, routes to the Shelter/Mass Care facilities are clearly marked, and appropriate traffic control systems are established.
- 9. Ensure each Shelter/Mass Care facility has a highly visible identity marker and sign that identifies its location.
- 10. Provide each Shelter/Mass Care Facility Manager a listing of the location of the animal shelters that have been opened to house and care for companion animals.
- 11. Assist, as appropriate, the Animal Care and Control Agency's efforts to feed, shelter, and provide medical treatment for animals during catastrophic emergencies.
- 12. Ensure appropriate Shelter/Mass Care information (numbers of occupants, meals served, etc.) is made available to the information processing section in the EOC.

- 13. Collect information from the Shelter/Mass Care Facility Managers to support Town's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.).
- 14. Upon termination of the emergency, submit a Shelter/Mass Care expenditure statement to the appropriate authorities for reimbursement.

#### SHELTER/MASS CARE FACILITY MANAGER (Town Staff Representative.):

- 1. When notified, stands by for further instructions or reports to assigned Shelter/Mass Care facility, as appropriate.
- 2. Contacts team members and instruct them to take whatever actions that may be appropriate.
- 3. Staffs and operates the Shelter/Mass Care facility. Upon arrival at the facility, takes the necessary actions to open it, receive evacuees, and provide for their health and welfare.
- 4. Contacts the EOC when the facility is ready to open.
- 5. Opens and keeps the facility operating as long as necessary.
- 6. Implements registration procedures for all evacuees that enter the facility.
- 7. If tasked, provides the Shelter/Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
- 8. Ensures individual and family support services are provided at the Shelter/Mass Care facility.
- 9. Ensures space is available for service animals that belong to people with disabilities.
- 10. If companion animals are not permitted in the facility, provides information to their owners about shelters that have been opened to house and care for animals.
- 11. Each day, reports the following to the EOC:
  - The number of people staying in the facility.
  - The status of supplies.
  - Condition of the facility and any problem areas.
  - As necessary, a request for specific types of support.
- 12. Maintains records of expended supplies.
- 13. Arranges for the return of evacuees to their homes or for transportation to temporary housing, if necessary.
- 14. When appropriate, terminates operations and closes the facility.
- 15. Cleans the facility and returns it to original condition.
- 16. Submits Shelter/Mass Care facility status reports to the Shelter/Mass Care Coordinator. This report identifies the equipment and supplies that are needed to restock the facility and notes any other problems that will need to be resolved before the facility is used again.

#### **EMERGENCY MANAGEMENT DIRECTOR:**

1. Makes recommendations to the CEO on the number and locations of the Shelter/Mass

Care facilities to be opened.

- 2. Coordinates with the PIO to facilitate dissemination of information to the public on both the location of the Shelter/Mass Care facilities that will be opened and directions to them.
- 3. Coordinates with the Shelter/Mass Care Coordinator to activate Wethersfield's Shelter/Mass Care facilities. The Community Center will be identified as primary site.

The AMERICAN RED CROSS (LOCAL) WILL ASSIST IN MANAGEMENT and staffing of Shelter/Mass Care facilities.

The **SALVATION ARMY** (**LOCAL**), if appropriate, provides personnel to manage and staff Shelter/Mass Care facilities.

**NON-PROFIT PUBLIC SERVICE ORGANIZATIONS AND CHURCHES**, if appropriate, will provide personnel to manage and staff Shelter/Mass Care facilities.

#### SUPERINTENDENT OF SCHOOLS:

- 1. If appropriate, provides personnel to manage and staff Shelter/Mass Care facilities.
- 2. Shelters students in school building when the situation warrants or when directed to do so by the appropriate authority.

#### **POLICE DEPARTMENT:**

- 1. Provides security at Shelter/Mass Care facilities.
- 2. Provides traffic control during evacuee movement to Shelter/Mass Care facilities.
- 3. Maintains order in Shelter/Mass Care facilities.
- 4. If necessary, provides an alternative communications link between the Shelter/Mass Care facility and the EOC through a mobile radio unit in police vehicles.

The **PUBLIC WORKS DEPARTMENT** ensures that power, water supply, and sanitary services at Shelter/Mass Care facilities are maintained during emergency conditions.

The **PUBLIC INFORMATION OFFICER** will make public announcements about the availability of Shelter/Mass Care facilities and animal shelters and their locations.

### ANIMAL CARE AND CONTROL COORDINATOR (Town of Wethersfield Animal Control Officer.):

- Assesses the situation and makes a decision on the number and location of shelters that will be used to house animals. Typical facilities would include Wethersfield's animal shelter(s), veterinary hospitals, boarding kennels, pet stores, greyhound farms/race tracks, and fairgrounds.
- 2. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed. (See Pet Annex I for further details)
- 3. Ensures each animal shelter has a highly visible identity marker and sign that identifies its location.
- 4. Coordinates with the PIO to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.
- 5. Informs the Shelter/Mass Care Coordinator of the location(s) of the shelters that have been opened.
- 6. If appropriate, coordinates with the Shelter/Mass Care Coordinator to place personnel in public shelters to act as a referral source for animal disaster operations.
- 7. Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelters.
- 8. Keeps shelters open as long as necessary.
- 9. Ensures each shelter receives the necessary supplies to sustain itself.
- 10. When appropriate, terminates shelter operations and closes the facilities.
- 11. Supervises all staff and volunteers
- 12. Coordinates with other local and regional animal control resources and applicable CREPC ESF Coordinator

### V. <u>ADMINISTRATION AND LOGISTICS</u>

- 1. Support may be requested from various private and volunteer organizations. These organizations will assist in the manner best suited to their respective capabilities.
- 2. Mutual Aid agreements, verbal and written, at the time of the emergency will be utilized if feasible.
- 3. Emergency operations will be carried out principally by the Town of Wethersfield forces supported by Regional (CREPC) and State forces.

- 4. Federal or military forces will provide support if available and needed.
- 5. The Town will develop and maintain records and reports associated with tracking the status of Shelter/Mass Care operations.
- 6. A listing of Shelter/Mass Care facilities is made a part of this annex in Appendix A, Attachment 1. The listings include: location, people capacity, quantity and type of kitchens, stock levels of medical and sanitation supplies, food and water, cots, rest room facilities (including showers, if any) and parking capacity, etc. Also listed are communications systems available, a list of telephone numbers, and information on the emergency power backup system.

### VI. PLAN DEVELOPMENT AND MAINTENANCE

This Annex shall be reviewed and updated by the Shelter/Mass Care Coordinator as changes occur throughout the year. All changes in the Annex, its Appendixes, Attachments, Standard Operating Procedures and other necessary implementing documents shall be forwarded to the Emergency Management Director as they occur. At a minimum this Annex will be reviewed and

Updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all stakeholders prior to the completion of the four-year review cycle.

### VII. AUTHORITY AND REFERENCES

Authority for this Annex is contained in the Wethersfield Emergency Operations Plan; Title 28, Chapter 517 of the Connecticut General Statutes, as amended; FEMA's Guide for All-Hazard Emergency Planning (SLG 101); and such Executive Orders, Charter Provisions, Wethersfield's Ordinances, or Special Acts as may be applicable.

This Annex will become effective upon the approval of the Emergency Management Director and the Chief Executive Officer. When approved, this Annex will supersede any and all previously written and approved Shelter/Mass Care Annexes.

#### Appendix A – Limited Incident

### **LIMITED INCIDENT**

### I. PURPOSE

The procedures to be followed and the departmental responsibilities assigned in the opening, operation, and closing of the emergency shelter are described previously in this document.

### II. SITUATION

A natural or technological disaster affecting one hundred or fewer Wethersfield residents necessitates the use of a single sheltering facility (the Community Center) for a limited period of time.

### III. ASSUMPTIONS

- A. Town of Wethersfield will provide the physical shelter.
- B. Town Staff and the Red Cross will provide shelter management and staffing in the event of a fire, natural or technological disaster.
- C. If shelter operations continue for longer than seven (7) days and the Red Cross then steps out, Wethersfield with FEMA assistance assumes shelter operations.

### IV. PARTICIPATION

- A. Town of Wethersfield
  - 1. CEO's Office
  - 2. Fire Department
  - 3. Emergency Management Services
  - 4. Public Works
  - 5. Social Services
  - 6. Central CT Health District
  - 7. Recreation & Parks
  - 8. Finance

### B. Private Agencies

- 1. Red Cross
- 2. Salvation Army
- 3. Church and Civic Groups

### V. CONCEPT OF OPERATIONS

A. The authority to open the emergency shelter is assigned to the following town departments or offices:

- 1. CEO's Office
- 2. Emergency Management Director
- 3. Shelter/Mass Care Coordinator

#### **Appendix A – Limited Incident (cont)**

B. Wethersfield Fire Officer or staff at the emergency/disaster site must call the above, starting with the CEO 's Office, until one of the above is reached for authority to open the shelter.

### C. Shelter Opening

- 1. Fire/natural or technological emergency. The recommendation to use the designated shelter is jointly made by disaster responders from the Wethersfield Volunteer Fire Department and the Emergency Management Department.
  - a. Red Cross disaster response staff and Wethersfield Fire Department personnel interview fire victims to determine if individuals affected by the fire have alternate shelter available to them.
  - b. The opening of the shelter may be necessary if there are 30 or more individuals lacking alternative emergency shelter.
- 2. The senior Fire Department representative or the Emergency Management representative, or a designee, will open the shelter.
  - a. Pick up keys
  - b. Open shelter
  - c. Plug in phones
  - d. Turn on all lights in the shelter
  - e. Using the checklist, ensure that all supplies are in place and that bathroom facilities are in working order.
  - f. Set-up cots, blankets, and pillows.

### D. Transportation to Shelter

- 1. Transportation of individuals to the shelter may be arranged through:
  - a. The Fire Department
  - b. Local Police
  - c. Local Emergency Medical Services
  - d. Local transportation companies
- 2. The senior fire department or Emergency Management staff person at the disaster site will decide which transportation option will be used.
  - a. Call the 911 Dispatcher with the following:
    - (1) Inform the dispatcher that the designated shelter is open and the number of people to be housed.

- (2) Direct the dispatcher to request transportation and inform the dispatcher of the number of people to be transported by the fire department, ambulance, public transit, school bus, etc.
- b. The 911 Dispatcher will:
  - (1) Arrange for transportation as directed above.
  - (2) Inform the Public Works Director that the designated shelter is open and the number of people to be housed.

### **Appendix A – Limited Incident (cont)**

- (3) Inform the Social Services Department that the designated shelter is open and the number of people to be housed.
- c. The Public Works Director will provide a crew and a vehicle to transport additional cots, blankets, and pillows as required to the shelter.

### E. Shelter Operations

- 1. During the first seven (7) days the shelter is open the Red Cross, if involved, will provide shelter management and staff.
- 2. The Shelter Manager will supervise the Red Cross feeding service.
- 3. The Public Works Director will assign a person to walk through and check the shelter with the shelter manager frequently each day the shelter is in use to determine needs.
  - a. The Public Works department will supply and stock the shelter with hand towels, bathroom tissue, soap, light bulbs, trash containers, trash bags, brooms, mops, cleaning supplies and mop buckets.
  - b. The Public Works department will supply dumpster and pickup.
- 4. The Shelter Manager will fill out the standard checklist that identifies shelter needs and will present this checklist to the Public Works representative performing the walk through.
- 5. Wethersfield's Social Services Department will provide services on an as-needed basis.
- 6. The American Red Cross will provide the number of hot balanced meals ordered by the Shelter Manager.
  - a. The Red Cross will provide all eating utensils, plates, napkins, serving pieces, cups, and cooking utensils.
  - b. Food will be served cafeteria style by Red Cross Volunteers.

#### 7. Town of Wethersfield

- a. Through the Emergency Management Director, provide for the coordination of activities.
- b. Provide for the general clean up of the shelter at its closing.
- c. Daily check of the shelter and heavy or emergency cleaning of the shelter during operations as requested by the Shelter Manager.

- 9. Central CT Health District
  - a. Assures safety of food and sanitation of facility
  - b. Promotes health practices to minimize spread of infections
  - c. Monitors for presence of infectious diseases.

#### **Appendix A – Limited Incident (cont)**

### F. Shelter Closing

- 1. The decision to close the shelter will be made based upon the number of shelterees remaining in the shelter.
  - If the decision to close the shelter is made during the seven (7) days the Red Cross operated the shelter, the decision is jointly made by the Red Cross Director of Disaster Services or designee and the Town of Wethersfield\_Emergency Management Director or designee.
- 2. Upon deciding to close the shelter
  - a. The Shelter Manager will call the Emergency Management Director.
  - b. The Emergency Management Director will call:
    - (1) The CEO's Office
    - (2) Fire Department
    - (3) Public Works Director
      - (5) Social Services Director.
      - (6) Director of Health
  - c. The Shelter Manager will ensure soiled blankets, pillows, etc. are cleaned.
  - d. The Town Staff will:
    - (1) Aid the Shelter Manager in securing the remaining supplies.
    - (2) Aid the Shelter Manager in securing the building.
  - e. The Town Staff/Public Works Department will:
    - (1) Restock the shelter with supplies.
    - (2) Provide for the mopping of the floor and general cleaning of the shelter.

- (3) Provide for the spraying of the eating area as prevention against insect infestation.
- (4) Unplug and secure telephones.

### Appendix A, Attachment 1

DISASTER SHELTER DATA SHEET Date:12-16-05		
	Shelter	#1
Building Name: Pitkin Community Center		
Address: 30 Greenfield St.		
Wethersfield, Ct. 06109	<u>_</u>	
Key Holder: Kathy Bagley		
Tel. in bldg:860-721-2950		
Building Manager: Mary Thibeault		
Building Custodian: Walter Nowicki		
Shelter Manager: Nancy Stilwell Kathy Bagley		
SHELTER LOCATION: 30 Greenfield St.HANDICAP ACCESS: yes		
Capacity for Temporary Holding Area 300; for Bedd:	ing Down	32
Can Shelter Be Used When Building in Regular Use: yes		
EMERGENCY POWER: Generator Capacity 100 KW		
14-Day Fuel Supply:yes Fuel Type propane gas		
LAVATORY FACILITIES: _yes HANDICAP ACCESS:_yes		
Separate for Male/Female: <u>yes</u> Number of Showers: 0		
KITCHEN:Area for serving brought-in hot meals: _yes Se	rving	
Trays/Utensils: _no _		
Lunch capability only: <u>yes</u>		
FEEDING CAPACITY: 300 Capacity of dining area for one sitting:	200	
NURSING STATION: _no _ RECREATION AREA: _yes	300	
RECREATION EQUIPMENT: _yes		
EQUIPMENT:variety of recreation equipment		
No. of Cots 22		
NO. OI COUS 22		
No. of Blankets 10		
No. of Tables 60 round, 40 rectangle (6 foot)		

Page 2 Disaster Shelter Data Sheet
Shelter:Pitkin Community Center
No. of Chairs 500
No. of Mats 12
Key Tel. Nos. for use of Shelter Manager:
Fire Department: 911
Police Department: 911
Ambulance: 911
EOC Shelter Desk:

SHELTER TELEPHONE NUMBER: 860-721-2951

### Appendix A, Attachment 2

DISASTER SHELTER DATA SHEET Date:12 Dec 05_	
	Shelter # 2
<del>_</del>	
Building Name: Wethersfield High School	Address: 411
Wolcott Hill Road Wether	rsfield CT 06109
Key Holder: M. McCarthy	_
Tel. in bldg:8605718200	
Building Manager: Thomas Moore	
Building Custodian: Michael Sullivan  Shelter Manager: Home Tel.#	
SHELTER LOCATION: 411 Wolcott Hill Road	
Capacity for Temporary Holding Area 400; for Bedd: Can Shelter Be Used When Building in Regular Use:yes	ing Down 0
EMERGENCY POWER:yes	
14-Day Fuel Supply:10,000 gals Fuel Type #2 fue	el
NOTE: Generator does NOT support heat/hot water	
LAVATORY FACILITIES: _yes HANDICAP ACCESS:_yes Separate for Male/Female: _yes Number of Showers:12	
KITCHEN:Area for serving brought-in hot meals: yes Ser Trays/Utensils: yes Lunch capability only: yes	rving
FEEDING CAPACITY: 400 Capacity of dining area for one sitting: NURSING STATION: _yes _ RECREATION AREA: _yes _ RECREATION EQUIPMENT:gym _ EQUIPMENT:	<u>150</u>
No. of Cots 0	

No. of Blankets 0

### Page 2 Disaster Shelter Data Sheet

Shelter:Wethersfield High School			
No. of Tables	40		
No. of Chaire	200		
No. of Chairs	200		
No. of Mats 0			
Key Tel. Nos. for	use of Shelter Manager:		
Fire Department:	911		
Police Department: 911			
Ambulance: 911			
EOC Shelter Desk:	<del></del>		
SHELTER TELEPHONE	NUMBER: 8605718200		

### Appendix A, Attachment 3

DISASTER SHELTER DATA SHEET Date:12 Dec 05 Shelter # 3
Building Name: Silas Deane Middle School
Address: 551 Silas Deane Highway
Wethersfield CT 06109
Key Holder:M. McCarthy Home Tel.#
Tel. in bldg:8605718300
Building Manager: James Collin Home Tel
Building Custodian: Elvin Cardona Home Tel
Shelter Manager: Home Tel.#
SHELTER LOCATION:551 Silas Deane Highway HANDICAP ACCESS: yes
Capacity for Temporary Holding Area 300; for Bedding Down 0 Can Shelter Be Used When Building in Regular Use: _yes
EMERGENCY POWER:none Generator Capacity KW  14-Day Fuel Supply: Fuel Type
LAVATORY FACILITIES:yes HANDICAP ACCESS:_yes Separate for Male/Female: yesNumber of Showers:6
KITCHEN:Area for serving brought-in hot meals: yes Serving Travs/Utensils: yes Lunch capability only: yes

Rev	rision Date: July 18,2008
FEEDING CAPACITY: 300 Capa	acity of dining area for one sitting: 100
NURSING STATION: _yes _	RECREATION AREA: _yes _
RECREATION EQUIPMENT: gym	EQUIPMENT:
	Page 2 Disaster Shelter Data Sheet
Shelter:Silas Deane Middle	e School

No. of Blankets 0

No. of Tables 40

No. of Chairs 200

No. of Mats 0

Key Tel. Nos. for use of Shelter Manager:

Fire Department: 911

Police Department: 911

Ambulance: 911

EOC Shelter Desk: \_\_\_\_\_

SHELTER TELEPHONE NUMBER:

### Appendix A, Attachment 4

DISASTER SHELTER DATA SHEET Date:12 Dec 05_	
	Shelter # 4
<del>-</del>	
Building Name: Webb Elementary School	Address: 51
Willow Street	Wethersfield,
CT 06109	_
Key Holder:M. McCarthy Home Tel.#  Tel. in bldg:8602571720_	
Building Manager:Elise Guari Home Tel.#	
Building Custodian:William McNeil Home Tel.#	
Shelter Manager:	
SHELTER LOCATION:51 Willow Street _HANDICAP ACCESS: yes	
Capacity for Temporary Holding Area 250; for Beddiction Can Shelter Be Used When Building in Regular Use: yes	ing Down 0
EMERGENCY POWER: none Generator Capacity KW  14-Day Fuel Supply: Fuel Type	_
LAVATORY FACILITIES: 9 rooms HANDICAP ACCESS: yes	

Separate for Male/Female: yes_	Number of Showers:0
KITCHEN:Area for serving brought-: Trays/Utensils: yesLunch capal	
FEEDING CAPACITY: 250 Capacity of	dining area for one sitting: 60
NURSING STATION: yes	RECREATION AREA: yes
RECREATION EQUIPMENT: _gym	EQUIPMENT:

### Page 2 Disaster Shelter Data Sheet

Shelter:Webb Elementary School
No. of Cots 0

No. of Blankets 0

No. of Tables 20

No. of Chairs 200

No. of Mats 0

Key Tel. Nos. for use of Shelter Manager:

Fire Department: 911

Police Department: 911

Ambulance: 911

EOC She	lter Desk:	<del></del>	
SHELTER	TELEPHONE	NUMBER:	8602571720

### Appendix B – Localized Disaster

### **LOCALIZED DISASTER**

### I. PURPOSE

To provide guidance for the opening of limited public shelters to Wethersfield residents made homeless by natural or technological disasters, and/or fires. These shelters are intended for small numbers of shelterees and will remain open no longer than absolutely necessary.

### II. SITUATION

A natural or technological disaster occurs limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread with the necessitated utilization of a limited number of facilities as shelters.

### III. ASSUMPTIONS

- A. Plan for short-term, small shelters (Primary: Community Center), which can accommodate families forced from their homes.
- B. The Red Cross, under its charter, will provide management, food and clothing to the shelterees.
- C. The Town will provide facilities, safety services, and relocation services (Social Services with Red Cross) for the shelterees.

#### IV. PARTICIPATION

#### A. Wethersfield Staff & Volunteers

- 1. The CEO's Office
- 2. Emergency Management Department
- 3. Education Department
- 4. Police Department
- 5. Fire Department
- 6. Social Services Department
- 7. Central CT Health District
- 8. Public Works Department

### B. Private Agencies

- 1. Red Cross
- 2. Salvation Army
- 3. Hospitals, Nursing Homes and Convalescent Homes
- 4. Utilities
- 5. Church Service Groups as available

### **Appendix B – Localized Disaster (cont)**

### V. EXECUTION

Execution of this appendix is effective upon order of the CEO.

Execution will not require, as a prerequisite, the declaration of an emergency.

### VI. DIRECTION AND CONTROL

- A. The Shelter Direction Team (Parks and Recreations & Social Services Department Representatives) will coordinate the activities of various Wethersfield staff & Departments relative to shelter operations.
- B. The Emergency Management Director will liaison with the Red Cross disaster services chief.
- C. The Red Cross disaster services chief will coordinate Red Cross services with the EAS communications system.

### VII. MISSION ASSIGNMENTS

- A. The Emergency Management Director will:
  - 1. Act as liaison for all Wethersfield agencies.

- 2. Provide a town representative (Member of Shelter Direction Team) in the shelter to serve as a shelter liaison between the Red Cross Shelter Manager and Wethersfield agencies as needed.
- 3. Provide all emergency equipment and services needed, which the Red Cross cannot obtain.
- B. The Director of Health (Central CT Health District Director) will inspect shelters periodically to be certain proper health measures are in effect.
- C. The Police Chief will provide for police protection for each shelter (24 hours).
- D. The Fire Chief will ensure fire safety prior to and during shelter operations.
- E. The Public Works Director will:
  - 1. Provide for telephone service to shelters as soon as is practicable after shelters are opened.
  - 2. Provide for the transportation of cots, sleeping bags and/or blankets to the shelter area.
- F. The Social Services Department will:
  - 1. Provide interpreters and social workers if requested by the shelter manager.
  - 2. Maintain a list of social workers able to serve as staff in shelters.
  - 3. Provide for financial assistance to eligible persons in the affected area provided the assistance does not duplicate Red Cross or State Department of Income Maintenance assistance.
  - 4. Assist in finding new housing for shelterees whose homes are uninhabitable or destroyed in concert with the Red Cross.
- G. The American Red Cross will:
  - 1. Provide a shelter manager for each shelter (24 hours).
  - 2. Maintain cost accounting controls.

### **Appendix B – Localized Disaster (cont)**

- 3. Provide canteen and food services by caterer.
- 4. Provide clothing and general supplies not supplied by the town.
- 5. Provide nursing staff as needed (or by alerting Regional Medical Teams-DMAT).
- 6. Provide transportation to and from the shelter for food, clothing, and Red Cross Personnel.
- 7. Provide assistance to residents of the affected area through the Red Cross Family Services Center on an as needed basis.
- H. The Shelter Management Team will:
  - 1. Assign areas to various functions within shelter.
    - a. Set up sleeping area.
    - b. Establish separate area for clothing and supplies.
  - 2. Register all shelterees using Red Cross forms.
  - 3. Set up medical station with nursing staff (in concert with Tri Town Health Officials).
  - 4. Provide food for all disaster victims and shelter staff.

- 5. Establish the shelter schedule for meals, activities, and sleeping periods.
- 6. Provide recreation for children of shelterees.
- 7. Provide childcare services for shelterees.
  - a. While parents seek new housing.
  - b. While parents attend to financial and medical needs.
- I. The Red Cross Disaster Services will:
  - 1. Maintain a current list of resources where food and clothing can be obtained on short notice for disaster victims.
  - 2. Purchase supplies requested by the Red Cross Shelter Manager and arrange for delivery.
- J. The Shelter Management Team/ Staff Custodial Employees will:
  - 1. Provide custodial services for shelter area.
  - 2. Provide a liaison to the shelter on an as-needed basis.
- J. The Director of Health will
  - 1. Assure safety of food and sanitation of facility.
  - 2. Promote health practices to minimize spread of infections
  - 3. Monitors for presence of infectious diseases.

### VIII. CONCEPT OF OPERATIONS

- A. The Fire Chief or the Emergency Management Director will notify the Chief Executive Officer's Office and the Red Cross if he believes it is advisable to open a shelter. A suitable facility will be agreed upon based on the following factors:
  - 1. Number of shelterees (minimum 25- Ref. Red Cross).
  - 2. Location of the disaster.
  - 3. Availability of the facility.
  - 4. Availability of management staff.
  - 5. Cost of facility management.

#### **Appendix B – Localized Disaster (cont)**

- B. Wethersfield will provide the space, heat, lights and sanitary facilities, as well as safety services, cots and blankets. The Town will also provide staff assistance to augment the Red Cross.
- C. The Red Cross will provide shelter staff, nursing services, food services, clothing and social services.
- D. All services provided by the Wethersfield and the Red Cross to State Department of Income Maintenance (DIM) clients will be billed to DIM on a per-person, per diem basis according to a formula provided annually by DIM.
- E. Shelter rules will be distributed to shelterees upon entering or will be posted on a bulletin board near the entrance so that information and other important notices are easily accessible.

- F. In the interest of preserving privacy and order in the shelter, all releases and media statements relating to shelter operations will be delivered jointly by the Red Cross and Wethersfield.
  - 1. No media representatives will be permitted inside the shelter area while it is in Operation.
  - 2. Shelterees wishing to meet with the media may do so outside of the shelter.
  - 3. No persons other than shelterees, Red Cross, FEMA or Wethersfield staff will be permitted inside the shelter.
- G. The shelter will remain in operation until each bona fide shelteree can return home or is offered reasonable alternate housing.

### Appendix C – Major Disaster

### **MAJOR DISASTER**

### I. PURPOSE

This plan outlines disaster services that Wethersfield Town departments, the Red Cross, the Salvation Army and Church support groups and trained volunteers will undertake in the event a major disaster strikes Wethersfield necessitating the opening of the Community Center, and selected schools as shelters.

### II. SITUATION

A natural or technological disaster causes general widespread destruction of property throughout Wethersfield with the concurrent loss of large numbers of housing units or renders large sections of the Town uninhabitable.

#### III. ASSUMPTIONS

Schools, suited to sheltering large numbers of residents, will be utilized if large numbers of Wethersfield residents are forced from their homes by either a natural or technological disaster.

### IV. PARTICIPATION

- A. Wethersfield
  - 1. Town Manager/Chief Executive Officer's Office (Public Information Officer)
  - 2. Emergency Management Services Department
  - 3. Board Of Education/ School Management
  - 4. Police Department
  - 5. Fire Department
  - 6. Social Services Department
  - 7. Public Health Department
  - 9. Public Works Department
  - 10. Recreation & Parks Department
- B. Private Agencies
  - 1. Red Cross
  - 2. Salvation Army
  - 3. Church Groups, Hospitals, Nursing Homes and Convalescent Homes
  - 4. Utilities

### V. EXECUTION

- A. Declaration of State of Emergency by the Town Manager/CEO.
- B. Concurrent notification by Red Cross to their National Office.

C. Concurrent notification by the Superintendent of Schools to school principals and staff that school building are to be used as shelters.

### **Appendix C – Major Disaster (cont)**

### VI. MISSION ASSIGNMENTS

- A. The Superintendent of Schools will:
  - 1. Determine with the Emergency Management Director, the Red Cross, and Shelter Management Team including the Social Services Director and Parks & Recreation Director, which schools will be opened as public shelters.
  - 2. Staff each designated shelter with management, maintenance, kitchen, and medical Staff.
  - 3. Either retain or release students from school and report such decision to the Public Information Officer at the EOC.
- B. The Shelter Management Team will:
  - 1. Determine in conjunction with the Emergency Management Director, the Superintendent of Schools, and the Red Cross, which schools will be opened as public shelters.
  - 2. Alert all departmental personnel assigned to shelter tasks to report to their emergency assignment.
  - 3. Alert Director of Finance to the possible needs of the shelterees.
  - 4. Alert contractors as to the need for food, clothing, and household items.
  - 5. Execute contracts for mass feeding, clothing, and supplies as required.
  - 6. Provide those goods and services, which the Red Cross is unable to provide.
- C. The Emergency Management Director and Shelter Management Team will:
  - 1. Act as liaison between Wethersfield departments, Red Cross, Salvation Army, and All other private charitable groups or agencies.
  - 2. Coordinate emergency transportation.
  - 3. Coordinate staffing and management of shelters.
  - 4. Coordinate all releases to the media via the Public Information Office.
- D. The Red Cross Director of Disaster Services will:
  - 1. Determine in conjunction with the Emergency Management Director, the Superintendent of Schools, and Wethersfield Shelter Management Team Director which schools will be opened as public shelters.
  - 2. Appoint staff in shelter.
  - 3. Ascertain shelteree needs not provided by the Red Cross.
  - 4. Report to the Social Services Director those shelter and shelteree needs not met by the Red Cross.

### **Appendix C – Major Disaster (cont)**

- E. The Police Chief will:
  - 1. Provide security for shelters.
- F. The Fire Chief will:
  - 1. Provide emergency lighting and/or generators if needed in shelters.
  - 2. Provide for fire prevention and suppression in shelters.
- G. The Public Information Officer will:
  - 1. Provide timely and authoritative advice to the public as to emergency status and shelter operations.
  - 2. Provide media releases relating to the emergency.
- H. The Public Works Department will:
  - 1. Provide sanitation support to shelters.
- I. The Director of Health will
  - 4. Assure safety of food and sanitation of facility.
  - 5. Promote health practices to minimize spread of infections
  - 6. Monitors for presence of infectious diseases.
- J. other town departments (including the Animal Control Officer) will perform tasks as assigned during the emergency

### **ANNEX H: Religious Emergency Response**

### **Introduction & Concept**

The Town of Wethersfield has, since inception, enjoyed the support, assistance and guidance of the religious congregations within our community.

The Town of Wethersfield also recognizes the very critical role played by the many religious faiths and their leaders during times of disaster and public emergency.

In difficult times, the citizens of town benefit greatly from the leadership and guidance provided to them by their religious leaders.

During periods of emergency, the citizenry turns to their religious leaders for hope, guidance and direction to minimize the impact of that emergency and allow events to move forward with joint support and the providing of aid and comfort.

In recent years it has become evident that the potential risks faced by the general population of town include more than just natural disasters and events of weather and storm.

The very real possibility of man-made disaster is today a constant threat to both this country and its' citizens.

World events, coupled with increased likelihood of emergencies occurring more frequently in local communities, has caused a distinct increase in local emergency planning activities and the creation of a nationwide emergency management planning process and framework.

#### **Emergency Plan Updated**

Wethersfield has recently updated its' **Emergency Operating Plan** and has begun to formalize their response to emergency situations by starting to organize an **Emergency Operations Center (EOC)** which, when activated, will deal with situations and events of a major nature that exceed the towns' ability to handle over a long period of time.

A key part in emergency planning will be the inclusion and involvement of local religious leaders in the emergency planning process and assure their ready availability in time of need in a planned, formalized manner.

Recognizing the distinct separation of church and state, but also realizing the great value of a cooperative relationship with the religious community has caused this annex to be prepared.

#### The Needs

During times of emergency, the religious community leadership has a full and imminent need for information about the occurring event. Only then will they be able to take appropriate actions concerning the safety and well being of their congregation and citizens of Wethersfield as a whole.

Simultaneously, **Wethersfield Emergency Management** has need for direct support and assistance from these religious leaders during the event to provide such services as they choose to render.

Support at the **emergency scene**, **clinics**, **emergency shelters** open during the event and **family assistance centers** opened jointly by Wethersfield, Red Cross and other providers would be worthy and logical places for them to offer assistance, support and council.

Also, representatives of the religious community would be a welcome addition to the management team in the active **Emergency Operations Center.** Their positions and responsibilities will be formalized and woven into the overall Disaster Plan.

#### The Process

It is the intention of Wethersfield Emergency Management to **invite participation** of the local religious community in activation of the Emergency Operations Plan (EOP).

It is hoped that a cooperative body of local religious leaders would show interest in being briefed on the newly evolving **National Incident Management System (NIMS)** and receive an overview of the **Wethersfield Emergency Operations Plan (EOP).** 

#### **Understanding the System**

To participate effectively in local disaster management, an individual must have a comprehension and working understanding of the process of **Unified Command/Incident Command** and be aware of the many emergency organizations and manpower assets, which have recently sprung up because of the advent of terrorism and 9/11.

It would be the intention of the town Emergency Management Director to provide a **briefing and overview** of processes and assets now in place and also make available an abbreviated class on Unified Command/ Incident Command.

Also, the Emergency Mangement Director would encourage open discussion concerning the "fit" which could be created to effectively blend the goals and interests of the Emergency Management Team with those of the religious community on a formal, ongoing basis.

#### The Goals

The goals of such a joint effort would be to:

- 1. Forge an active, cooperative, ongoing relationship between Wethersfield Emergency Management and the religious community, which would formalize proper responses to various levels of emergency, which could occur in town.
- 2. Create a level of understanding concerning Emergency Management processes so that the religious community may take appropriate actions on behalf of their congregations and all the citizens of Wethersfield in concert with town forces in case of disaster or emergency.
- 3. Create a communications link between the town and religious community enabling them to regularly exchange information and involve the religious community in the future planning for emergency events.
- 4. Provide the opportunity for religious leaders to learn the workings of town emergency forces and provide the opportunity for them to jointly provide such support and service to them that would be appropriate.

# WETHERSFIELD, CONNECTICUT EMERGENCY OPERATIONS PLAN

# ANNEX I EVACUEE-OWNED PET MANAGEMENT PLAN

**EFFECTIVE DATE: June, 2008** 

Submitted by:

Richard T. Fippinger
Emergency Management Director

Date: July 14, 2008

Approved By:

Bonnie Therrien,	
Town Manager	
Chief Executive Officer	Date:

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### I. PURPOSE

This Wethersfield Pet Annex provides supplementary direction to the animal control and coordination activities already contained in the Wethersfield's Emergency Operation Plan, Evacuation Annex, and Shelter/Mass Care Annex. The duties of the Animal Control Officer as outlined in this Annex are related to evacuee-owned pet sheltering and are in addition to the ACO's other responsibilities in an emergency as outlined in the Basic Plan of the Wethersfield's Emergency Operation Plan.

This Annex was developed to provide for the orderly and coordinated use of facilities for sheltering evacuee-owned pets in the event of a disaster. When local assets are depleted or are projected to be in danger of depletion, regional (Red Plan), state and federal resources will be requested.

### II. SITUATION AND ASSUMPTIONS

#### A. SITUATION

Any large-scale emergency might require the sheltering of evacuee-owned pets. Wethersfield . is vulnerable to various hazards including: flooding, hurricanes, blizzards, wind storms, ice storms, and hazardous materials incidents.

The following are three (3) levels of emergencies/disasters:

- 1. Local/Small Scale Disaster a disaster limited to one neighborhood or scattered neighborhoods which may result in a need for a sheltering a limited number of evacuee-owned pets, utilizing local resources such as existing shelters, boarding facilities, veterinary hospitals, and pet-friendly hotels.
- 2. Limited/Moderate Scale Incident a disaster resulting in the need for a single congregate evacuee-owned pet shelter for a limited period of time. The shelter will be located at the Pitkin Community Center in close proximity to the human shelter (if one is opened) or co-located, if possible. A multi-town response and the use of mutual aid may be needed.

3. Major Disaster/Large Scale - a disaster resulting in general widespread destruction of property and the loss of large numbers of housing units, necessitating the opening of multiple congregate evacuee-owned pet shelters. The pet shelters will be located in close proximity to the human shelters or co-located, if possible. A multi-town response and the use of mutual aid will be needed. State assistance will be requested through the Connecticut Department of Emergency Management & Homeland Security (DEMHS) Regional Coordinators. DEMHS will notify the Connecticut Department of Agriculture (DoAG) of congregate evacuee-owned pet shelter requests.

#### **B. ASSUMPTIONS**

Some residents may not evacuate a threatened area when told to do so by local officials if they believe they will not be able to bring their pets to a safe evacuation destination.

Owners of animals, when notified of an upcoming emergency, will take all reasonable steps to provide for their animals – either by sheltering them in place or by relocating or evacuating them. **This is the animal owner's responsibility**.

Education of the public through informational brochures and fact sheets will allow animal owners to pre-plan the handling of their animals – pets and livestock.

Prior to the onset of an emergency requiring citizen evacuation, municipal officials will identify facilities to shelter evacuee-owned pets (Pitkin Center will be primary location).

When planning for pet sheltering operations there are a number of factors which must be considered. Among these are the characteristics of the hazard or threat, and the number of animals impacted. The magnitude, intensity, spread, duration, and impact of the event on Wethersfield will help determine the number of animals that will need to receive services.

In accordance with Federal law, service animals **will not be separated** from their owners; and, in the event of co-located shelter facilities, service animals will be sheltered with their owners in the human portion of the shelter facility per town and Red Cross policies in effect.

The Town will utilize the Incident Command System (ICS) and the National Incident Management System (NIMS) in its planning and in its response operations.

Municipal officials will coordinate with neighboring and regional towns to effectively respond during a disaster. Mutual aid from other municipalities will be requested in accordance with preexisting mutual aid agreements (The Red Plan) or in accordance with the Intrastate Mutual Aid System established under Public Act 07-56.

State assistance will be requested through the DEMHS Regional Coordinators who will communicate the requests to the State Emergency Operations Center.

Upon the request of a town or towns through a DEMHS Regional Coordinator, the Governor and/or the DEMHS Commissioner may authorize deployment of the Connecticut State Animal Response Team (CT SART and proper Red Plan ESF) to support the municipality (ies) in establishing and operating a congregate evacuee-owned pet shelter, when local resources are overwhelmed or in danger of becoming so. DEMHS will notify DoAG of requests for deployment of the CT SART and will confer with DoAG in making decisions and recommendations to the Governor regarding CT SART activation.

### III. CONCEPT OF OPERATIONS

#### A. GENERAL

- 1. A public information and disaster preparedness education program regarding planning for citizen-owned animals in disasters will be established (by the Emergency Management Director, and public information will be disseminated prior to and during an emergency.
- 2. The approximate population of animals affected by the disaster/emergency will be assessed.
- 3. One or more congregate evacuee-owned pet shelters will be activated by the Shelter Officer upon authorization by the Chief Executive Officer.
- 4. Pet owners will be responsible for transporting their pets to the designated congregate evacuee-owned pet shelter. Pet owners will provide all necessary food, medicine, and other provisions for their own pets whenever possible.
- 5. Pet owners will provide **direct care** including feeding, watering, administering of medicine, and walking/exercise required by their pet.
- 6. Staff assigned to the co-located congregate evacuee-owned pet shelter will provide animal care only in instances where the pet owner is unable to do so.
- 7. An Emergency Resource Contact List of names, addresses and contact numbers will be maintained by the Animal Control Officer and will include: local shelters, boarding facilities, kennels, veterinary hospitals, pet friendly lodgings, barns, farms, stables, County Cooperative Extension Services, and local animal welfare groups.)
- 8. Standard Operating Procedures will be developed (by the individual tasked by the Chief Executive Officer) and in place for the operation of congregate evacuee-owned pet shelters. The SOP will address:
  - Opening of the congregate evacuee-owned pet shelter(s).
  - Staff composition and management structure, organized under the ICS system.
  - Registering and tracking the location of each evacuee-owned pet (to be able to respond to inquiries from the animal owners looking for lost or rescued evacuee-owned pets).
  - Outline of specific services to be provided for evacuee-owned pets.
  - Reporting requirements. (Daily Situation Reports to the local EOC)
  - Termination of services and closure of the shelter.
- 9. Mutual aid from the Red Plan and other municipalities will be requested in accordance with pre-existing mutual aid agreements or in accordance with the Intrastate Mutual Aid System established under Public Act 07-56.
- 10, State Assistance will be requested through the DEMHS Regional Coordinator who will communicate the request to the State Emergency Operations Center.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

(Responsibilities are specific to evacuee-owned pet management and are <u>in addition to</u> assignments in the basic Emergency Operations Plan and other statutory and job requirements)

### **Chief Executive Officer**

- 1. Issues an order to open congregate evacuee-owned pet shelters, when appropriate.
- 2. Informs evacuees and the general public through the Public Information Officer (PIO).

### **Emergency Management Director**

- 1. Advises the Chief Executive Officer on the number and locations of congregate evacueeowned pet shelters to be opened.
- Coordinates with the PIO to facilitate dissemination of information to the public on both the location of the congregate evacuee-owned pet shelters, directions to the shelters, evacueeowned pets registered in the shelters, etc.
- 3. Coordinates with the Animal Control Officer to activate the congregate evacuee-owned pet shelters.
- 4. Provides for communications for facilities (i.e. radio, phone, etc.)
- 5. Submits Situation Reports to the DEMHS Regional Coordinator on a daily basis or as needed and requested.

### **Animal Control Officer**

- 1. Maintains an Emergency Resource Contact List including local and regional authorities and volunteer organizations. (See Attachment E.)
- 2. Assesses the situation and makes recommendations to the Emergency Management Director on the number and location of congregate evacuee-owned pet shelters to be opened. Whenever possible, the congregate evacuee-owned pet shelters should be colocated with a mass care facility. Typical pet shelter options would include another floor of the same building that people are sheltered in, another wing of the same building as people are sheltered in, a nearby building, or a freestanding temporary structure erected for this purpose. Shelter facilities for agricultural animals could include sale barns, boarding stables, racetracks, horse farms, poultry barns, dairy farms, and fairgrounds/rodeo grounds.
- 3. Reviews and checks on availability of animal care facilities in the surrounding area.
- 4. Notifies persons and organizations identified in the Emergency Resource Contact List about possible need for services and facilities.
- 5. Selects shelters for activation in accordance with:
  - Hazard/vulnerability analysis considerations.
  - Location in relation to evacuation routes.

- Location in relation to mass care shelter(s)
- Services available in facilities.
- Input from the Emergency Management Director.
- 6. When directed, coordinates the necessary actions to ensure congregate evacuee-owned pet shelters are opened and staffed, as needed. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.
- 7. Notifies Congregate Evacuee-owned Pet Shelter Managers to do one of the following, when appropriate:
  - Stand by for further instructions on the specific actions to take and the estimated timing for opening congregate evacuee-owned pet shelters.
  - Take the necessary action to open the shelter they are responsible for managing.
- 8. Coordinates with the Resource Manager for supplies needed (including bulk emergency relief items) and ensures each congregate evacuee-owned pet shelter receives its supplies. (If no Resource Manager has been designated, the Animal Control Officer will carry out these functions.)
- Coordinates with EOC staff to ensure that communications are established, routes to the shelters are clearly marked, and, when necessary, appropriate traffic control systems are established.
- 10. Ensures each shelter has a highly visible identity marker and sign that identifies its location.
- 11. Assists in making arrangements to ensure that animals receive food and water, and when possible, minimally acceptable triage-level emergency medical care.
- 12. Provides Situation Reports from the Congregate Evacuee-owned Pet Shelter Managers and others to the Public Information Officer (PIO) in the local EOC. Coordinates with the PIO to facilitate dissemination of information to the public on the location of the evacuee-owned pet shelters that will be opened.
- 13. If appropriate, coordinates with the Shelter/Mass Care Coordinator to place personnel in public shelters to act as a referral source for animal disaster operations.
- 14. Coordinates and communicates with the Connecticut State Animal Response Team (CT SART) leader(s) regarding animal issues. Mutual aid from the Red Plan and other municipalities will be requested in accordance with pre-existing mutual aid agreements or in accordance with the Intrastate Mutual Aid Compact established under Public Act 07-56.
- 15. Keeps shelters open as long as necessary.
- 16. When appropriate, terminates shelter operations and closes the facilities.
- 17. Upon termination of the emergency, submits invoices and other financial paperwork to the Emergency Management Director.
- 18. Follows state reporting protocol by informing the Regional State Animal Control Officer when an animal disease is detected or suspected in the shelter.
- 19. Strictly enforces CT animal control statutes in dealing with bites and attacks so that a

biting animal is managed properly and a human victim receives appropriate direction regarding medical care. Specific concern is rabies prevention and control. (CT General Statutes Section 22-358 (a-f) [quarantine of biting dogs, cats, or other animals, et al] and Section 22-359 (a-f) [control of rabies])

#### **Congregate Evacuee-owned Pet Shelter Manager**

- 1. When notified, stands by for further instructions or reports to the Congregate Evacuee-owned Pet Shelter, as appropriate.
- 2. Contacts team members and instructs them to take appropriate actions.
- 3. Staffs and operates the pet shelter. Upon arrival at the pet shelter, takes the necessary actions to open it, receive and register evacuee-owned pets, and provide for their health and welfare.
- 4. Contacts the local EOC through the Animal Control Officer when the pet shelter is ready to open.
- 5. Implements registration procedures for evacuee-owned pets that enter the shelter.
- 6. Each day, or as requested, submits a Situation Report to the local EOC through the Animal Control Officer, including:
  - Number of evacuee-owned pets sheltered at the congregate evacuee-owned pet shelter
  - Status of supplies
  - Requests for specific types of support or equipment to be stocked or restocked
  - Condition of shelter
  - Problems that need to be addressed or that were resolved
- 7. Maintains records of expended supplies.
- 8. Arranges for the return of evacuee-owned pets to their owners.
- 9. When appropriate, terminates operations and closes the shelter.
- 10. Cleans the shelter grounds and equipment and returns equipment and supplies to storage areas for future use.

#### **Shelter/Mass Care Coordinator**

1. Coordinates with the Animal Control Officer/Assistant Animal Control Officer and/or the Congregate Evacuee-owned Pet Shelter Manager(s).

<u>Resource Manager</u> (If no Resource Manager has been designated, these functions will be carried out by the Animal Control Officer.)

- 1. Coordinates and maintains permanent supplies for animal emergency response. (See Attachment B for suggested list of supplies and equipment.).
- 2. Maintains a list of vendors.

- 3. Establishes memorandums of agreements (MOAs) for accessing supplies and equipment as needed.
- 4. Coordinates distribution of supplies and equipment, as requested by the Animal Control Officer.

#### **Fire Department**

1. Provides assistance as requested

#### **Police Department**

- 1. Provides security at congregate evacuee-owned pet shelters, if needed.
- 2. Provides traffic control, if needed.
- 3. Maintains order in congregate evacuee-owned pet shelters when requested by the shelter manager.

#### **Public Works Department**

1. Provides assistance as requested; i.e., assistance in transporting equipment and, if available, providing manpower to set-up the congregate evacuee-owned pet shelter.

#### **Public Information Officer**

1. Issues public announcements about the availability of and location of congregate evacuee-owned pet shelters and related information.

#### **CERT (Community Emergency Response Team)**

1. Provides assistance as requested.

<u>CT SART (Connecticut State Animal Response Team)</u> Currently CT SART consists of CT SART - DEMHS Region 3. As additional regional teams are established, they will be designated as CT SART - DEMHS Region 1, etc.

1. As requested, and as approved by the Governor and/or the DEMHS Commissioner, provides assistance.

#### CT Department of Agriculture (DoAG)

1. Designated Desk Officer reports to the State Emergency Operations Center as requested by DEMHS.

- 2. Exercises its authority under Connecticut General Statutes Section 22-358 (a-f) [quarantine of biting dogs, cat, or other animals, et al] and Section 22-359 (a-f) [control of rabies].
- 3. Regional State Animal Control Officers serve as liaisons with the municipal animal control officers for the purpose of reporting to DoAG.
- 4. Is notified by DEMHS of municipal requests to activate the CT SART, and participates in the decision/recommendation to the Governor to activate the CT SART

#### CT Department of Emergency Management and Homeland Security (DEMHS)

- 1. Through its Regional Coordinators, receives requests for assistance from municipal emergency management directors.
- 2. Notifies the Commissioner of the Department of Agriculture regarding animal health-related concerns as well as requests received from towns concerning the activation of the CT SART.
- 3. Participates with the DoAG in making a recommendation to the Governor regarding possible CT SART activation.

#### **American Red Cross (ARC)**

- 1. Accepts service animals in all emergency shelters, while supporting additional community efforts to provide support to other animals.
- Acting as central information hubs, Red Cross shelters and chapters assist in providing information to stranded travelers and displaced families searching for a place to protect their family pet. Coordinates with Animal Response Teams, humane societies, local officials, the State Emergency Operations Center, and other organizations.
- 3. Provides support to agencies that are taking care of pets affected by a disaster by providing feeding for shelter workers and non-animal shelter residents, loaning cots or providing comfort kits for these residents when possible.
- 5. Coordinates with the Congregate Evacuee-owned Pet Shelter Managers. (Red Cross shelters and congregate evacuee-owned pet shelters should be located in close proximity to allow pet owners to visit and care for their pets. Both shelters could even be within the same building if there is a clear separation between the two locations, including separate exits, security, separate parking, and agreements with the facility owner. This arrangement could also simplify the logistics related to pet owners that may report to a Red Cross shelter first Animal Response Team members or other community organizations could help register the pets at a nearby petfriendly shelter.)

#### Private For-Profit and Non-Profit Organizations

1. Provide assistance as requested.

#### V. ADMINISTRATION AND LOGISTICS

- 1. Support may be requested from various private and volunteer organizations. These organizations will assist in the manner best suited for their respective capabilities.
- 2. Mutual Aid agreements will be activated/used at the time of the emergency if at all feasible. Red Plan assistance and mutual aid from other municipalities will be requested in accordance with pre-existing mutual aid agreements or in accordance with the Intrastate Mutual Aid Compact established under Public Act 07-56.
- 3. Records and reports associated with tracking the status of animal operations will be stored at the local EOC.
- 4. An Emergency Resource Contact List (including pre-identified congregate evacuee-owned pet shelters) will be maintained.

#### VI. PLAN DEVELOPMENT AND MAINTENANCE

This Annex shall be reviewed and updated by the Animal Control Officer, in consultation with the Emergency Management Director, as changes occur throughout the year. All changes in the Annex, its Appendixes, Attachments, Standard Operating Procedures and other necessary implementing documents shall be forwarded to the Emergency Management Director as they occur. At a minimum this Annex will be reviewed yearly and updated as needed. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all Plan/Annex holders.

#### VII. AUTHORITY AND REFERENCES

Authority for this Annex is contained in the Wethersfield Emergency Operations Plan; Title 28, Chapter 517 of the General Statutes of Connecticut as amended; and such Executive Orders, Charter Provisions, Ordinances or Special Acts as may be applicable.

This Annex will become effective upon the approval of the Chief Executive Officer and the Emergency Management Director. When approved, this Annex will supersede any and all previously written and approved Evacuee-owned Pet Management Annexes.

#### **ATTACHMENT A - DEFINITIONS**

**ART - Animal Response Team.** A team of trained individuals including volunteers and representatives from government and the private sector organized to prepare, plan, and respond to large-scale emergencies which impact animals. An ART functions as a multi-agency coordination group on behalf of domestic animals, and may or may not include actual response mechanisms.

**CERT – Community Emergency Response Team.** A team of local citizens whose members complete 20 hours of training on disaster preparedness, basic disaster medical operations, fire safety, light search and rescue, etc. In the event of an emergency, CERT members can provide immediate assistance to victims, assist in organizing spontaneous volunteers at a disaster site, and provide critical support to first responders.

**Companion Animal.** See definition for household pet.

**Congregate Household Pet Shelter.** Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a declared major disaster or emergency.

CT SART – Connecticut State Animal Response Team. (Currently CT SART consists of CT SART – DEMHS Region 3. As additional regional teams are established, they will be designated as CT SART – DEMHS Region 1, etc). The mission of CT SART is to build relationships among resources, develop and implement procedures, and train participants to facilitate a safe and efficient response to emergencies which affect citizen-owned animals.

DEMHS – Department of Emergency Management and Homeland Security (State of CT).

**DoAG – Department of Agriculture (State of CT).** 

**EMAC** – **Emergency Management Assistance Compact.** A Congressionally-sanctioned interstate mutual aid compact. Connecticut is a member of the compact. (CT General Statutes Section 28-23a.) The compact provides for mutual assistance in managing any emergency or disaster that is duly declared by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency or enemy attack. This compact also provides for mutual cooperation in emergency-related exercises, testing or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies.

#### **EOC – Emergency Operations Center.**

**Household Pet.** A domestic animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and can be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), animals kept for laboratory research, and animals kept for racing purposes. [At the discretion of local authorities and defined in local animal care public information material and messages, a local Animal Control Officer may, at their discretion, allow animals such as reptiles, amphibians, fish, and insects/arachnids which are kept in a commercial animal carrier.]

**ICS** – **Incident Command System.** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel responding to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

**In-Place Sheltering of Animals.** A combination of practices facilitating the husbandry and safeguarding of animals in their usual place of confinement and housing before, during and after the onset of disaster conditions.

**Intrastate Mutual Aid Compact.** The statutory compact (Public Act 07-56) among Connecticut municipalities to provide mutual assistance in any disaster that results in a declaration of a local civil preparedness emergency.

**Livestock.** Camelid or hooved animals including but not limited to horses, cattle, sheep, goats, llamas, alpacas, and hogs, and other useful animals kept or raised on a farm or ranch, such as poultry. Any animals kept for use or profit.

NIMS – National Incident Management System. As directed by the President and administered by the US DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training; identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.

**P.A. 07-11 - CT Public Act 07-11** amended Section 28-1(4) of the CT General Statutes to include in the definition of Civil Preparedness under "(i) measures to be taken in preparation for anticipated attack, major disaster or emergency"..."when appropriate, the nonmilitary evacuation of the civilian population, pets and

service animals..."

**Service Animal.** Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing animal protection or rescue work, pulling a wheelchair, or fetching dropped items. A service animal accompanies, and is sheltered with, his owner, under Federal law.

**USDA - U.S. Department of Agriculture.** 

An Overview of

# **Emergency Planning /Response Process**

### **Town Of Wethersfield**

June 1, 2006 (Rev. #3)

**Emergency Management Services** 

Richard T. Fippinger, Emergency Management Director

#### **Statement of Goals**

This document has been prepared to aid the reader in understanding the present structure of the Emergency Preparedness process in the Town of Wethersfield.

It is a dynamic document, since details **change every day**. But, it should serve as a benchmark to understanding the emergency process from the President right on down to operating departments in town.

Admittedly, some interpretation of responsibilities/roles was necessary, but it is the goal of this presentation to give a "Snapshot" overview of the present national/state/local situation.

I would like to thank Tom Gavaghan, State Area III Coordinator, Paul Gibb and Roy Piper of State DEMHS staff, Sgt. Dave Scales, WPD and Karen Tomczek, Deputy Emergency Management Director for their contribution to the information enclosed.

Obviously, attempts will be made to update this presentation frequently, but readers are cautioned that particulars covered **change frequently** and before *basing conclusions on these contents* that you check the **present status** of any agency or unit referred to in this document

I hope the following will be informative and will give you a clear picture of agencies, units and processes the make up Wethersfield's Emergency Preparedness Plan.

Dick Fippinger.

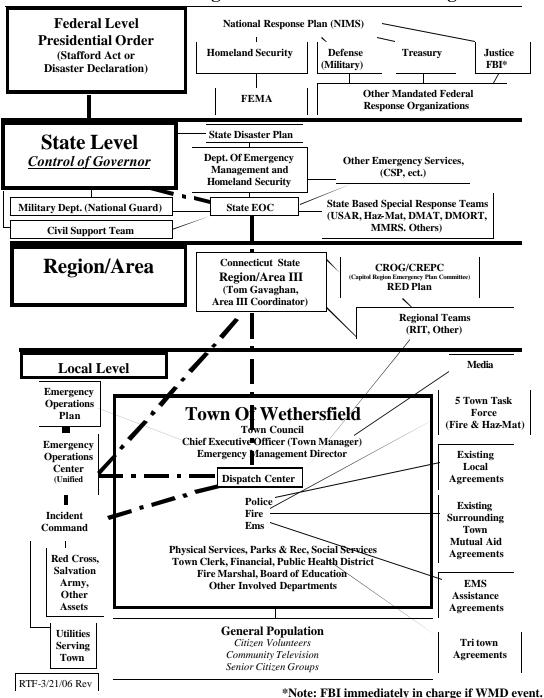
**Emergency Management Director** 

#### **Contents of Document**

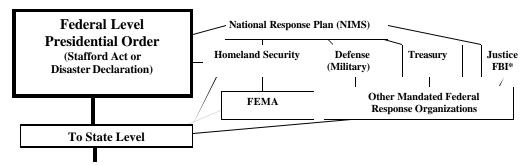
The Format of this document is simple. The National Overview Flow Chart on the next page will be followed by a break out section of each level reviewed. Important notations and explanations will be found below each diagram segment.

	<b>PAGI</b>
National Overview Flow Chart	3
Federal Level	4
State Level	5
Regional/Area Level	6
Local Level	8
Mutual Aid/ Radio Usage	9
The Red Plan	10

### Relationship of Wethersfield To Regional, State And Federal Organizations In Disaster Management



### FEDERAL LEVEL



#### **General Information**

National Incident Management System (NIMS)-causes Incident Command to be used at all incidents.

Simplifies process and standardizes it.

**Stafford Act**— Enables President to declare emergency and activate Federal Resources.

Request must come from a state governor.

**Disaster Declaration**— Issued by President, starts response process at national level.

**Department of Homeland Security**— Newest Agency. Responsible for most natural disaster response efforts.

Directs FEMA, Coordinates response (NIMS).

**FEMA**– Federal Emergency Management Agency.

Is not a first responder.

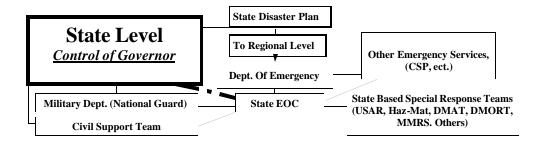
Is the Agency that disperses money after disaster.

Establishes Unified Command at disaster headed by a Federal Coordinating Officer (FCO).

**Defense (Military)-** Directs Military Response (other than National Guard).

Justice (FBI) - Immediately In Charge if WMD (Weapon of Mass Destruction) .Event

### STATE LEVEL



**Governor In Charge**— Declares Disaster in State which starts national process by alerting President.

State Emergency Command Center –State Armory, Hartford.

Is activated by Governor in emergencies. Divides state into **5 Regions of Control** 

#### Department of Emergency Management and Homeland Security (DEMHS)-

Newest state agency

Responsible for management of emergencies

Acts as state Unified Command

Coordinates all state and federal responses

Governor is in command

**Connecticut National Guard**— is a state controlled asset. May be activated by governor. Arrives with own communications.

Connecticut State Police – Functions under Public Safety

Includes Trooper 1

Operates on own Communications net

Interfaces with State EOC

Operates ICALL/ITAC Radio System

**Civil Support Team-** provides multi frequency communications, other civil support.

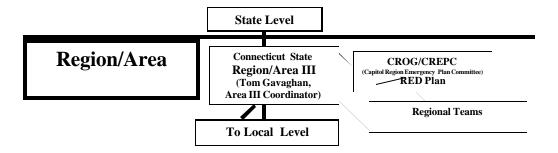
**Other State Based Teams**- *Urban Search & Rescue; Haz-Mat; MMRS; DMT; DMORT*; and others.

Are called to duty by State EOC orders.

Usually are specialty teams

Function under Incident Command

### **REGION/AREA LEVEL**



#### Region III, Connecticut DEMHS- Is local town contact with State EOC.

Available 24/7

**Thomas Gavaghan** 860 529-6893

860 250-2548 (cell)

860 257-4621 (fax)

860 842-9362 (pager)

E-mail: thomas.gavaghan@po.state.ct.us

Responsible for coordination of emergency responses that reach state level.

Is primary town contact with EOC and governors office.

Maintains VHF radio (Frequency 153. 935) which is Wethersfield's contact link with State EOC.

Acts as facilitator for town requests for emergency support.

Has access to 5 Decontamination Trailer Units (ITAC Radio Tower Equipped)

#### Capitol Regional Council of Governments (CROG)— Is capitol area cooperative

government organization which links 39 towns as a voluntary action group.

Collective efforts involve all sectors of government.

(Continued Next Page)

# Capitol Region Emergency Plan Committee (CREPC) - 41 Central Connecticut cities & towns linked together, managed by CROG, that have

formed a multi-faceted Mutual Aid Pact.

Committee membership includes 41 towns & cities, hospitals, public health agencies, Red Cross, and a multitude of other agencies and emergency response units.

**The Red Plan**—The Emergency Operating Plan that guides CREPC actions during emergency operations involving plan forces and resources.

**Regional Incident Command System (RICS) -** The radio/communications structure which supports CREPC/RED PLAN actions.

Maintains and manages it's own set of radio frequencies known as Hartford **Inter City Radio.** 

Operates a **24/7** dispatch function housed at Central Connecticut State University

Emergency Call Number:

Red Plan Activation only: (860) 832-3477

Routine Number 860 832-2375

**Red Plan Details:** Wethersfield is a participating member.

Can be activated by any local commander requesting assistance Request must be **exact** or a full-scale response will be activated

# Wethersfield could receive requests from Red Plan for assets/assistance

Red Plan maintains supply of cots, mobile medical tents and other things

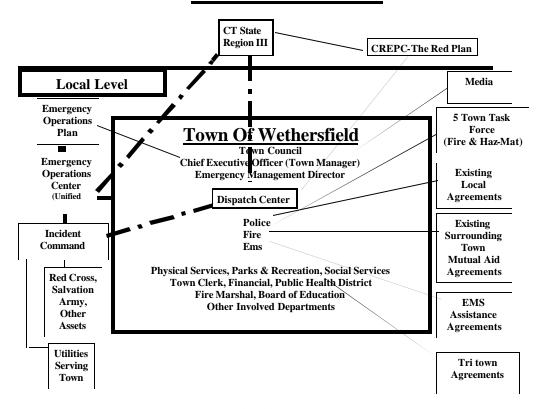
Will send representative to EOC in disaster Can provide Communications Bus for support.

Regional Incident Dispatch Team (RID Team)- Managed by The Red Plan.

Is group of volunteer dispatchers trained to operate Inter City radio

and support Red Plan operations in an emergency

### LOCAL LEVEL



**Town Manager Bonnie Therrien (CEO)-** Declares Disaster; Opens EOC; Serves as Unified Commander.

Emergency Management Director – Dick Fippinger (860) 563-4747
Deputy Emergency Management Director – Karen Tomczyk
Emergency Operations Plan – Guides course of action to be taken in time of emergency

**Emergency Operations Center**– Slated to be in Town Council Chambers in 18 months.

Meanwhile, location is Police Community Room or choice of Town Manager.

**EOC Radio/Communications Section**– Needs to support actions of EOC and be closely connected to **Dis patch Center** to facilitate the flow of all communications including message passing, information for responding regional, state or federal assets.

Dispatch Center— Continues regular operations and supports EOC. Needs to know Unified

Command Process /Actual Status Of Incident and Units Involved and
be Situation Aware to direct calls/ communications to proper receiving
source and be closely tied into EOC.

#### Emergency Operations Plan, Wethersfield, Connecticut Revision Date: July 18,2008 MUTUAL AID INFORMATION

Surrounding Town Mutual Aid Request( For Assistance)- Usually comes from Incident Commander of Fire Incident. Can also originate from Police or Emergency Medical need. Mostly for requests for additional fire units from surrounding town or for activation of Task Force (fire).

**Surrounding Town Mutual Aid Request (Provide Assistance)-** Originates in surrounding town. Usually will request additional fire equip ment or specialty vehicles.

**Request Activation of RED PLAN**– May come from Incident Commander or from Unified Command at EOC or directly from Town Manager.

Request For Equipment/Assistance From The RED PLAN—Will be a call on
Inter City Radio or phone from RICS or other Red Plan
Authority. Will cite e quipment requested. Request may be
refused. Red Plan, when activated, supplies it's own com
mand support team.

Request For State Assistance— All State and Federal requests, including notification of Disaster Declaration, will channel through Connecticut Region/Area III (Tom Gavaghan) via Phone, Fax, or VHF Radio Frequency 153.935.

Responding Units should be directed to communicate with Wethersfield on the properly assigned ICALL/ITAC Channel which has been previously opened at the direction of EOC.

#### **Notes of Interest:**

The Task Force (**Task Force #1**) may be called as a town Mutual Aid response or as part of **RED PLAN Activation.** 

**The Red Plan** operates on **Inter City Radio** and that frequency is monitored 24/7 at CCSU.

The Red Plan Capitol Region Incident Dispatch Team (RID Team) is activated with the Red Plan. The communications bus is operated by Newington Fire Department.

Each **De Con Trailer** is equipped with radio mast and **ICALL/ITAC** radio plus a multitude of portable radios.

#### THE RED PLAN

#### Capitol Region Emergency Planning Committee (CREPC— "c-rep see")

The Red Plan is more than a local **Fire Mutual Aid Plan.** It is a full hazard, regional response system comprised of 41 cities and towns in Central Connecticut. Each of these towns has signed a Memo of Understanding agreeing to participate in the Regional Emergency Plan (**THE RED PLAN**).

To facilitate the sharing of information, functional areas of activities that are potentially needed during a regional emergency have been identified. These **functions** divide the tremendous amount of information gathered in a regional emergency into discrete, definable sections for jurisdictions to share information with the region. The regional emergency support functions (RESF's) are:

- $1. \quad RESF\ \bar{1}-Transportation$
- 2. RESF 2 Communications
- 3. RESF 3 Public Works and Engineering
- 4. RESF 4 Fire Service
- 5. RESF 5 Information and Planning
- 6. RESF 6 Mass Care
- 7. RESF 7 Resource Support
- 8. RESF 8 Health and Medical Services
- 9. RESF 9 Urban Search and Rescue
- 10. RESF 10 Hazardous Materials
- 11. RESF 11 Food Services
- 12. RESF 12 Energy
- 13. RESF 13 Military not used by CREPC
- 14. RESF 14 Media and Preparedness Education
- 15. RESF 15 Volunteer Management
- 16. RESF 16 Law Enforcement
- 17. RESF 17 Animal Protection
- 18. RESF 18 Donations Management

Dispatchers will mostly be concerned with initial communications from FIRE (RESF 4), Communications (RESF 2) and Mass Care (RESF 6).

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS 860 832-3477 anytime 24/7 and requests specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.) or the activation of the RED Plan where the RCC will anticipate resource needs without a specific request.
- RICS will broadcast the message over the "Intercity" radio frequency.
- RICS will notify the chairperson of each RESF on the situation/event and provide the contact number in the message for the chairperson of RESF 5 Information and Planning or the designated back-up official.
- The chair of RESF 5 Information and Planning (or the designated back-up) will receive a call from the other RESF chairs and cochairs asking for if, when, and where to respond.
- The chairperson of RESF 5 (or the designated back up) will determine, based on the request and situation, the need to establish a Regional Coordination Center (RCC). The RCC may be at any one of the pre-designated fixed sites or in a mobile vehicle such as command post 8.
- The chairperson of RESF 5 shall be responsible for calling/notifying additional members of the information and planning emergency support function.

The radio designation for the chairperson of RESF 5 Information and Planning is Unit 275.

RESF 2 Communications along with RESF 5 and RESF 14 Media and Public Education normally is called out for any activation of the RED Plan.

#### **RESF 4—FIRE**

As previously noted, Wethersfield Fire Officials (*Operating under Incident Command*) have the authority to request **town-to-town** mutual aid assistance or asking for a **Task Force** by requesting the dispatch of that organization, town or unit by name and type directly to the **Wethersfield Dispatcher**.

When larger events require a **Regional Response**, or specialty equipment, a Town Emergency Official may request additional Task Forces, Communications Support or other regional assistance by activating **THE RED PLAN**.

Connecticut Region III should also be notified of the situation by the Incident Commander or Emergency Management Director.

A list of Task Forces by number and geographical location follows.

- Task Force 51- Rocky Hill, Newington, Wethersfield, Berlin & Cromwell (Doug)
- Task Force 52- Windsor Locks, Suffield, East Granby & Windsor (Doug)
- > Task Force 53- Enfield (Ed)
- Task Force 54- Farmington, Avon, Simsbury, Canton & Burlington (Jamie)
- > Task Force 55- Bristol, Plainville Southington & New Britain (Ed)
- Task Force 56- West Hartford, Hartford, East Hartford & Bloomfield (John)
- Task Force 57- Glastonbury, Manchester, South Windsor & Marlborough (Doug)

(Rev #3—06-1-06)

#### **GLOSSARY**

ADD **Automated Deployment Database.** A FEMA system.

Alternate Governor's Authorized Representative. Individual designated by the Governor in the **AGAR** 

FEMA-State Agreement to exercise the same powers as the Governor's Authorized Representative

(GAR) in the administration of federal disaster assistance on behalf of the State and local

governments and other grant and loan recipients.

**Aerial Locations of Hazardous Atmospheres.** Computer software program used with MARPLOT **ALOHA** 

and CAMEO. ALOHA is an atmospheric dispersion model used for evaluating releases of

hazardous chemical vapors.

**ALS Advanced Life Support.** An ambulance service capable of delivering advanced skills performed by an

EMS practitioner, e.g. intravenous fluids and drug administration.

**ANSI** American National Standards Institute

AP **Assembly Point.** A designated location for responders to meet, organize, and prepare their

equipment prior to moving to the Point of Departure. Since emergency teams, organizations, and resources involved in a disaster or emergency can originate from a variety of geographic locations, each

typically has its own Assembly Point.

APO **Accountable Property Officer.** FEMA position title for a Logistical staff member.

ARC **American Red Cross** 

**ARES Amateur Radio Emergency Service** 

ARF **Action Request Form.** A FEMA-required form.

**ASCE American Society of Civil Engineers** 

Alternate State Warning Point. The State Department of Emergency Management and Homeland **ASWP** 

Security office located at 360 Broad Street, Hartford, CT is Connecticut's ASWP. The ASWP is responsible for disseminating weather watches and warnings issued by the National Weather Service

when the State Warning Point is not covering this responsibility.

**Bureau of Alcohol, Tobacco and Firearms (U.S. Treasury)** ATF

**Boise Interagency Fire Center BIFC** 

BLS **Basic Life Support.** An ambulance service capable of delivering basic emergency interventions

performed by EMS practitioners trained and credentialed to do so, e.g., splinting, bandaging, oxygen

administration.

**CAMEO Computer-Aided Management of Emergency Operations.** Computer system of software

applications developed by US EPA and NOAA for use in planning for and responding to chemical

emergencies. Includes MARPLOT and ALOHA.

**CANA Convulsant Antidote for Nerve Agent.** Contains diazepam and is administered by autoinjector,

used by the military, now available commercially.

CAP Civil Air Patrol

**CBIRF** U.S. Marine Corps Chemical/Biological Incident Response Force

**CBRNE** Chemical, Biological, Radiological, Nuclear, and Explosive. Types of Weapons of Mass

Destruction.

**CCIA Connecticut Construction Industries Association, Inc** 

**Cost Estimating Formula.** Estimating methodology using standard construction industry practices. **CEF** 

**Chief Executive Officer.** The official of the community who is charged with the authority to CEO

implement and administer laws, ordinances and regulations; a mayor, first selectman, town/city

manager.

**CEPP Civil Engineers in Private Practice CERT Community Emergency Response Team** 

**Code of Federal Regulations** CFR

**Commission on Fire Prevention and Control (State of Connecticut) CFPC** 

CGS **Connecticut General Statutes** CHA **Connecticut Hospital Association** 

CHEM-**Chemical Manufacturers' Association Chemical Transportation Emergency Center.** TREC

Organization maintains a 24-HR Hotline to provide information on chemicals involved in a

hazardous materials incident.

**CHOC Connecticut Helps Oversight Council.** A group of state agencies and nonprofit organizations

convened by DEMHS on behalf of the Governor to coordinate resources and services for disaster victims. Includes OPM, DCF, DMHAS, DOI, DOL, DPH, DSS, Office of Victim Advocate, Office of Victim Services, American Red Cross, United Way, Salvation Army, Catholic Charities, Governor's Prevention Partnership, Center for Trauma and Response, Family and Children's Agency and CT

Volunteer Organizations Active in Disaster (VOAD).

CIHMC Connecticut Interagency Hazard Mitigation Committee

C-MED/ Centralized Medical Emergency Dispatch/Regional Coordination Center. Coordinates and communicates between hospitals and pre-hospital emergency medical service providers. Also

coordinates movement of medical resources to a mass casualty incident scene and the distribution of patients. There are 13 communications centers that perform the C-MED function. They are located in Bridgeport, Colchester, Groton, Litchfield, New Haven, Norwich, Prospect, Thompson, Tolland,

Waterford, Westbrook and West Hartford.

**COLLECT** Connecticut On-Line Law Enforcement Communications Teleprocessing. On-line system for

disseminating text data among federal, state and local law enforcement agencies.

CONPLAN
United States Government Interagency Domestic Terrorism Concept of Operations Plan
CONVEX
Connecticut Valley Electric Exchange. CONVEX is located in Newington. CT and is responsib

**Connecticut Valley Electric Exchange.** CONVEX is located in Newington, CT and is responsible for monitoring, planning and coordinating the electrical transmission system for Connecticut and

Western Massachusetts under both normal and emergency conditions.

**COTR Contracting Officer Technical Representative.** FEMA position title for a Logistical staff member.

**CP Command Post** 

**CPCC** Connecticut Poison Control Center

CSP Connecticut State Police CST Civil Support Team

CT Connecticut

CT-N Connecticut Network
CTNG Connecticut National Guard

DAS Department of Administrative Services (State of Connecticut)

**DCC Donations Coordination Center.** Facility from which the Donations Coordination Team operates.

It is best situated in or close by the State Emergency Operations Center for coordination purposes. In the event of a catastrophic disaster, and upon activation of the Donations Coordination Center

(DCC), Infoline will provide a telephone number for receiving offers of donations. **Defense Coordinating Element (DOD).** Provides support to all FEMA ESFs.

DCE Defense Coordinating Element (DOD). Provides support to all FEM DCF Department of Children and Families (State of Connecticut)

**DCO Defense Coordinating Officer.** Designated on-scene military official who coordinates Requests for

Assistance and Mission Assignments with the FCO and forwards Mission Assignments to the

appropriate military organizations.

DCP Department of Consumer Protection (State of Connecticut)

**Donations Coordination Team.** A Donations Coordination Team is made up of representatives of

voluntary organizations and State and local governments who have a vested interest in the effective management of unsolicited donated goods and voluntary services. The DCT is managed by the Department of Emergency Management and Homeland Security. Its mission is to implement the State Donations Management Plan, with the aim of keeping unneeded goods and services out of the

disaster area.

DECD Department of Economic and Community Development (State of Connecticut)

**Decon Decontamination** – The process of making people, objects, or areas safe by absorbing, destroying,

neutralizing, making harmless, or removing chemical, biological, or radiological material.

**DEMHS** Department of Emergency Management and Homeland Security (State of Connecticut)

formerly called Office of Emergency Management – OEM.

DEP Department of Environmental Protection (State of Connecticut)

**DEST Domestic Emergency Support Team.** Rapidly deployable interagency team under the direction of

the FBI.

**DFA Direct Federal Assistance** 

**DFO Disaster Field Office.** The DFO now called the JFO – Joint Field Office. See JFO definition.

DHE Department of Higher Education (State of Connecticut)
DHHS Department of Health and Human Services (U.S.)

DHS Department of Homeland Security (U.S.)

DHS/EPR/ Department of Homeland Security/Emergency Preparedness and Response/Federal

FEMA Emergency Management Agency. (FEMA)

**DMAT** Disaster Medical Assistance Team. Team of public health and medical personnel who provide

triage, medical and surgical stabilization, and continued monitoring and care of the ill and injured during a catastrophic disaster. Team is part of the NDMS, the National Disaster Medical System

mutual aid network.

DMHAS Department of Mental Health and Addiction Services (State of Connecticut)

**DMORT** Disaster Mortuary Team. NDMS Team who provides assistance with temporary morgue facilities,

victim identification by fingerprint and forensic dental and pathology methods, and with the

processing, preparation and disposition of remains.

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DMR Department of Mental Retardation (State of Connecticut)
DMV Department of Motor Vehicles (State of Connecticut)
DOAG Department of Agriculture (State of Connecticut)
DOC Department of Corrections (State of Connecticut)

DOD Department of Defense (U.S.)

DOE Department of Education (State of Connecticut)
DOHE Department of Higher Education (State of Connecticut)
DOIT Department of Information Technology (State of Connecticut)

DOJ Department of Justice (U.S.)

DOL Department of Labor (State of Connecticut)

DOT Department of Transportation (State of Connecticut)
DPH Department of Public Health (State of Connecticut)
DPS Department of Public Safety (State of Connecticut)

**DPUC** Department of Public Utility Control (State of Connecticut)

DPW Department of Public Works (State of Connecticut)

**DRC Disaster Recovery Center.** Facility located in or near a Presidentially-declared disaster area which

individual disaster victims and business owners may visit for guidance and information on a variety of federal and non-federal disaster assistance programs, telephonic registration for disaster assistance, status reports concerning previously submitted applications for disaster assistance, interactive recovery workshops, emotional support, clarification of written correspondence from disaster relief agencies

and other forms of assistance.

DSS Department of Social Services (State of Connecticut)

**DWI System Disaster Welfare Inquiry System.** Established by the American Red Cross after a large disaster to

help family members locate living relatives in or near the disaster area. ARC collects names of survivors located in hospitals and shelters and provides information to relatives who may inquire as

to their whereabouts.

**EAS Emergency Alert System.** A statewide association of broadcast and cable media stations which assist

federal, state and local officials by disseminating emergency public information related to weather and

other emergencies.

**EDCS Emergency Decontamination Corridor System** 

EM Emergency Management

**EMAC** Emergency Management Assistance Compact. A Congressionally-sanctioned interstate mutual aid

compact to which almost all states, including Connecticut, belong. The compact provides for mutual assistance in managing any emergency or disaster that is duly declared by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency or enemy attack. This compact also provides for mutual cooperation in emergency-related exercises, testing or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of

aid by party states or subdivisions of party states during emergencies.

**EMHSCC** Emergency Management and Homeland Security Coordinating Council (State of

**Connecticut)** 

EMS Emergency Medical Services
EMT Emergency Medical Technician

**EMERGENCY Operations Center.** Protected site from which State and local government officials

coordinate, monitor, and direct emergency response activities during an emergency.

EPA Environmental Protection Agency (U.S.) EPLO Emergency Preparedness Liaison Officer

**ERT Emergency Response Team.** The ERT consists of federal disaster relief officials from the Federal

Emergency Management Agency and other federal agencies. The ERT deploys to the Joint Field Office following a Presidential declaration of disaster or emergency and works under the direction of the Federal Coordinating Officer. The ERT provides operational, administrative and logistical support to federal response activities in the field. The ERT also provides support for the dissemination of

information to the general public, the media and Congress. Note: EPA and the FBI also have ERTs.

**ERT-A Emergency Response Team – Advance.** The initial elements of the ERT which deploy to the State EOC or other facility in the State to establish a Joint Field Office and to begin coordination of Federal

response and recovery operations with the State.

**ESF Emergency Support Function.** A category of disaster response or recovery operations identified in

the National Response Plan/Federal Response Plan (NRP/FRP) and assigned to primary/lead and support Federal agencies. The Federal ESF agencies support State response and recovery operations

and other Federal ESF agencies.

ESF # 1 Emergency Support Function # 1 -Transportation ESF # 2 Emergency Support Function # 2 - Communications

ESF # 3 Emergency Support Function # 3 - Public Works and Engineering

ESF # 4 Emergency Support Function # 4 - Firefighting

ESF # 5 Emergency Support Function # 5 - Emergency Management (in the NRP/ Information and

Planning in the FRP)

ESF # 6 Emergency Support Function # 6 - Mass Care, Housing and Human Services (in the

NRP/Mass Care in the FRP)

ESF # 7 Emergency Support Function # 7 - Resource Support

ESF # 8 Emergency Support Function # 8 - Public Health and Medical Services (in the NRP/Health

and Medical Services in the FRP)

ESF # 9 Emergency Support Function # 9 - Urban Search and Rescue

ESF # 10 Emergency Support Function # 10 - Oil and Hazardous Materials Response (in the

NRP/Hazardous Materials in the FRP)

**ESF # 11 Emergency Support Function # 11 - Agriculture and Natural Resources** (in the NRP, Food in

the FRP)

ESF # 12 Emergency Support Function # 12 - Energy

**ESF # 13 Emergency Support Function # 13 - Public Safety and Security** (new in NRP)

**ESF # 14 Emergency Support Function # 14 - Long Term Community Recovery** (new in NRP)

**ESF # 15 Emergency Support Function # 15 - External Affairs** (new in NRP)

EST Emergency Support Team

**ESU Emergency Services Unit.** Part of CT State Police.

FBI Federal Bureau of Investigation

**FBI Hazmat** A chemical incident known or suspected by the Incident Commander to have been deliberately caused,

**Incident** and causing, or having the potential to cause, mass casualties.

**FBI SIOC** Strategic Information and Operations Center (FBI). Center for all Federal intelligence, law

enforcement, and investigative activities related to domestic terrorist incidents or credible threats.

Houses the National Joint Terrorism Task Force (NJTTF).

**FCO Federal Coordinating Officer.** A federal official appointed by the Director, Deputy Director or

Associate Director of FEMA to ensure that federal disaster assistance is provided in a timely and coordinated fashion and in accordance with all applicable laws, regulations and agreements between

FEMA and the State.

**FEMA Federal Emergency Management Agency** is now a part of the U.S. Department of Homeland

Security, Emergency Preparedness and Response Directorate – (DHS/EPR/FEMA).

FFPE Firefighter Protective Ensemble
FIRM Flood Insurance Rate Map
FMC Federal Mobilization Center
FNARS Federal National Radio System
FNS Food and Nutrition Service (U.S.)

**FOSC Federal On-Scene Coordinator.** The Federal official pre-designated by the EPA or the USCG to

coordinate responses and direct removal actions under the National Contingency Plan (NCP).

FPS Federal Protective Service

**FRC Federal Resource Coordinator.** The Federal official appointed to manage Federal resource support

activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from

other Federal departments and agencies using interagency agreements and MOUs.

FRERP Federal Radiological Emergency Response Plan

**FRP Federal Response Plan** has been replaced by the National Response Plan – NRP.

**FSA Federal Staging Area.** The Federal Staging Area which receives Federal equipment and commodities

requested by the State (or pre-deployed by FEMA). Designated State officials officially receive and sign for such commodities and provide for transportation to the State Staging Areas and/or Local

Distribution Centers.

**GAR** Governor's Authorized Representative. Individual designated by the Governor in the

FEMA/State Agreement to administer federal disaster assistance programs on behalf of the State and

local governments and other grant and loan recipients.

**GEOC** General Emergency Operations Concepts. Principles of emergency operations that generally hold

true in natural and technological disasters and emergencies of all types and magnitudes,

GIS Geographic Information System
GPS Global Positioning System

GSA General Services Administration(U.S.)

Hazardous Materials. Any substance or material that when released in sufficient quantities poses a

risk to people's health, safety, and/or property. These substances include: explosives, radioactive materials, flammable liquids and solids, combustible liquids and solids, poisons, oxidizers, toxins,

and corrosive materials.

**HEICS** Hospital Emergency Incident Command System. An emergency management system that

employs a logical management structure, defined responsibilities, clear reporting channels and a common nomenclature to help unify hospitals with other emergency responders.

HEPA High Efficiency Particulate Arresting

HHS Department of Health and Human Services (US)

**HMRU Hazardous Materials Response Unit.** FBI laboratory division field personnel unit assists in an advisory and liaison capacity with on-scene military and civilian personnel. Unit is equipped to direct

proper evidence handling procedures in a contaminated environment.

**HSAS** Homeland Security Advisory System. Administered by DHS/IAIP this color-coded system

disseminates information regarding the risk of terrorist attacks and coordinating appropriate response

measures.

**HSOC Homeland Security Operations Center.** The primary national hub for domestic incident

management operational coordination and situational awareness. The HSOC consists of a 24/7 multi-agency watch and operational coordination center and integrated elements of the DHS Information Analysis and Infrastructure Protection (IAIP) Office of the Assistant Secretary for Information Analysis (OIA) and DHS Emergency Preparedness and Response/Federal Emergency

Management Agency (DHS/EPR/FEMA).

**HSPD-5** Homeland Security Presidential Directive 5, Management of Domestic Incidents.

**HSPD-8** Homeland Security Presidential Directive 8, National Preparedness

**IA Individual Assistance.** Disaster assistance provided to an individual victim or business owner.

IAIP Information Analysis and Infrastructure Protection. (US DHS)

**IC Incident Commander.** Individual responsible for the management of all incident operations at the

incident site. In Connecticut, by statute, this is the Senior Fire Officer in Charge.

ICE Immigration and Customs Enforcement

ICP Incident Command Post

ICS Incident Command System. A standardized organizational structure used to command, control,

and coordinate the use of resources and personnel responding to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated

communication, unified command structure, consolidated action plan, manageable span of control,

designated incident facilities, and comprehensive resource management.

**Incident Scene.** Area which includes the site of the actual incident; the area within the restricted or Hot Zone including police perimeters; and any staging, triage or decontamination areas located outside the perimeters.

IDLH Immediate Danger to Life or Health

**IHP** Individuals and Households Program. Federal grant program for individuals and households for

housing and other disaster-related needs.

IIMG Interagency Incident Management Group. National headquarters-level multi-agency coordination

entity for domestic incident management.

**INFOLINE** Infoline. Operated by the United Way of Connecticut in Rocky Hill, this call center system provides

referrals to persons requesting assistance and information. In the event of a catastrophic disaster, and upon activation of the Donations Coordination Center (DCC), Infoline will provide a telephone

number for receiving offers of donations.

**INS Incident of National Significance.** An actual or potential high-impact event that requires a

coordinated response by an appropriate combination of Federal, State, local, tribal, non-governmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long town companies account and mitigation activities.

long-term community recovery and mitigation activities.

**IRR Initial Response Resources.** Resources commonly needed in a disaster area which are stockpiled by

FEMA or available through emergency contracts with private vendors that can be quickly deployed to a

disaster site.

**JFO Joint Field Office.** The primary field location for the coordination of response and recovery

operations in a Presidentially-declared disaster or emergency. The JFO houses the Federal

Coordinating Officer (FCO) and staff comprising the federal Emergency Response Team (ERT). The JFO operates with a schedule (up to 24 hours per day) sufficient to sustain federal response operations. The State Coordinating Officer (SCO) usually maintains a staff at the JFO as well. (JFO

was formerly called the DFO – Disaster Field Office.)

**JIC Joint Information Center.** An intergovernmental public information center established to ensure the

coordinated release of information by federal, State and local officials to the media and the public

regarding disaster-related activities and recovery programs.

**JOC Joint Operations Center.** Established by the FBI.

**JTF Joint Task Force.** An ad hoc force comprised of military personnel from different service branches

for a specific mission(s).

**LDS** Ladder Pipe Decontamination System

**LDP Local Distribution Point.** A center established and operated by local authorities to distribute

### Emergency Operations Plan, Wethersfield, Connecticut

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LEPC Local Emergency Planning Committee

**LFA Lead Federal Agency.** (will be replaced by Primary Federal Agency under NIMS structure, except for

Terrorist Incidents where FBI will be LFA for Crisis Management and FEMA will later be LFA for

Consequence Management)

MA Mission Assignment

MAC Mission Assignment Coordinator

MARK I. An antidote kit for organophosphorus (nerve agent/pesticide) poisoning, containing

atropine and pralidoxime chloride administered by auto-injection, used by the military, now

commercially available.

**MARPLOT** Mapping Applications for Response, Planning, and Local Operational Tasks. Computer

mapping application used with CAMEO.

MCDRT Mass Casualty Decontamination Research Team

MCI Mass Casualty Incident. Any incident that causes emergency medical service providers to alter their

normal pre-hospital patient care protocols in order to provide the most effective possible pre-hospital patient care. An MCI can also be defined as any single incident with at least 6 casualties or some other

threshold number of casualties established in the local mass casualty plan.

**MERS Mobile Emergency Response Support.** A FEMA detachment that deploys to a disaster area to

support the initial federal responders with communications, data processing, food, water, shelter, etc.

Designed to be self-supporting for at least 72 hours.

METTAG Medical Emergency Triage Tag

**Mitigation.** Those actions (including threat and vulnerability assessments) taken to reduce the

exposure to and detrimental effects of a WMD incident.

MHE Material Handling Equipment

MMRS Metropolitan Medical Response System. A federally funded initiative to enhance a local

jurisdiction's capability to responds to a mass casualty incident resulting from any cause including

weapons of mass destruction.

**MRE Meals Ready to Eat.** Extended-shelf-life meals.

**MSG** Madison Square Garden. Vendor who operates the Rentschler Field Stadium under an agreement

with the Office of Policy and Management.

MSST Marine Safety and Security Teams

MST Management Support Team

**NAWAS** National Warning System. A dedicated national telephone circuit connecting federal, state and local

warning points. NAWAS is frequently used for the dissemination of weather warning information.

NCP National Oil and Hazardous Substances Pollution Contingency Plan - usually referred to as the

**National Contingency Plan** 

NCS National Communications System

**NCTC** National Counter-Terrorism Center. Primary Federal organization for analyzing and integrating all

intelligence possessed by the U.S. government pertaining to terrorism and counter-terrorism, excepting purely domestic counter-terrorism information. The Terrorist Threat Integration Center

(TTIC) is a component of the NCTC.

**NDMS** National Disaster Medical System. Nationwide medical mutual aid network between Federal and

non-Federal sectors that includes medical response, patient evacuation, and definitive medical care. It

is a partnership between HHS, DOD, VA, and FEMA.

**NGO Non-Governmental Organization.** A nonprofit entity serving a public purpose, not a private

benefit.

NHC National Hurricane Center

**NIC National Integration Center.** Office established by US DHS to support routine maintenance and

continuous refinement of the NIMS

**NICC National Interagency Coordination Center.** NICC is the organization responsible for the

coordination of the national emergency response for wildland fire suppression, and is located at the

National Interagency Fire Center in Boise, ID.

NIMCAST NIMS Capability Assessment Support Tool. A web-based self-assessment tool for states and local

governments to use to evaluate their incident response and management capabilities.

**NIMS** National Incident Management System. As directed by the President and administered by the US

DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training;

identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.

NJTTF National Joint Terrorism Task Force NMRT National Medical Response Team

NOAA National Oceanographic and Atmospheric Administration

NRC National Response Center. Twenty-four hour center and hotline at DHS/USCG Headquarters in

Washington, D.C. utilized for notification of releases of hazardous substances. 1-800-424-8802. **National Response Plan.** (Developed by the U.S. DHS) will replace the Federal Response Plan, the

Federal Radiological Response Plan, and the CONPLAN. The NRP incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, and emergency medical services. The NRP describes how federal agencies will coordinate with

each other to provide support and assistance to state, local, and tribal governments; non-

governmental organizations; and the private sector.

**NSEP TSP** National Security and Emergency Preparedness Telecommunications Service Priority. NSEP

TSP System procedures provide, support, and expedite government-furnished telecommunications, commercially-leased communications, and other telecommunications services under the National

Telecommunications Support Plan.

**NSSE** National Special Security Event. The Secret Service is the PFO for designated events that, by virtue

of political, economic, social or religious significance, may be the targets of terrorism or other criminal

activity.

**NRP** 

NU Northeast Utilities NWS National Weather Service

OCSRD Oil and Chemical Spill Response Division (CT DEP)

**OEM Office of Emergency Management (State of Connecticut)** Now called DEMHS – Department of

Emergency Management and Homeland Security.

OEMS Office of Emergency Medical Services (State of Connecticut) Part of DPH.
OIA Office of the Assistant Secretary for Information Analysis (US DHS)

OIC Officer-In-Charge

OPM Office of Policy and Management (State of Connecticut)

OSC On-Scene Commander OSC On-Scene Coordinator

OSHA Occupational Safety and Health Administration (U.S. and State of Connecticut)

**Public Assistance.** Any disaster assistance program which provides relief to a public entity such as a state agency or local unit of government. In some circumstances, private non-profit entities may be eligible. The term public assistance is usually used in reference to the public assistance grant program

of FEMA.

**PAC Public Assistance Coordinator.** FEMA official who conducts the Kick-Off meetings and provides

assistance in developing project worksheets under the FEMA Public Assistance program. State official who conducts Public Assistance briefings and providess assistance in developing project worksheets

under the FEMA Public Assistance program.

**PAO** Public Assistance Official. State official designated by the Governor and FEMA official designated

by the FEMA Regional Director to administer the FEMA Public Assistance program authorized under Section 406 of the Robert T. Stafford Disaster Relief and emergency Assistance Act, as

amended.

**PApp Project Application.** The Project Application represents the total amount of financial assistance

requested by an applicant for each category of assistance.

PAR Personnel Accountability Report

**PDA Preliminary Damage Assessment.** A survey of damages in a disaster-affected area by a joint federal-

State-local team. Federal regulations require PDAs prior to a governor's request for a major disaster declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.

**PDD-39 Presidential Decision Directive 39.** U.S. Policy on Counterterrorism.

**PDD-62 Presidential Decision Directive 62.** U.S. Policy on Protection against Unconventional Threats to

the Homeland and Americans Overseas.

**PFA Primary Federal Agency.** (will replace Lead Federal Agency of the FRP)

**PFO** Principal Federal Official. Federal official designated by the Secretary of Homeland Security to act as

his representative locally to oversee, coordinate, and execute the Secretary's incident management

responsibilities under HSPD-5 for Incidents of National Significance.

PHS Public Health Service (U.S.)

**PIO** Public Information Officer. Designated spokesperson for a public or private organization in

dealing with the media. Also, a position appointed by the Incident Commander or Unified

Command to coordinate all public information released from the incident scene.

PL Public Law (of the United States)

**POA Point of Arrival.** The designated location (typically an airport) within or near the disaster-affected

area where newly arriving staff, supplies, and equipment are initially directed. Upon arrival, personnel and other resources are dispatched to the Joint Field Office, a Staging Area, a Staging Area, or directly

to a disaster site.

**POD Point of Departure.** The designated location (typically an airport) outside the disaster-affected area

from which response personnel and resources will deploy to the disaster area.

**POMSO** Plans, Operations and Military Support Officer. National Guard Officer responsible for

coordinating state military support to civilian authorities in disasters and emergencies.

**PPE** Personal Protective Equipment. Equipment and clothing required to shield or isolate personnel

from the chemical, physical, biological, and radiological hazards of a WMD incident.

**Preparedness.** Establishing the plans, training, exercises, and resources necessary to achieve readiness

for all hazards, including WMD incidents.

**PTR Property Transfer Report.** A FEMA-required form.

**Push Package.** A large shipment of medical supplies and pharmaceuticals sent from the Strategic National Stockpile within 12 hours of federal approval of a request by the State's Governor in the

event of an emergency or disaster.

**PW Project Worksheet.** Form used for estimates for public assistance application.

RACES Radio Amateur Civil Emergency Services

**RC** Recovery Center. A facility where disaster victims can obtain information regarding applications for

assistance under traditional Federal disaster assistance programs (e.g. loans and grants).

**RCC** Regional Communications Center

**REPLO** Regional Emergency Preparedness Liaison Officer

**RETCO** Regional Emergency Transportation Coordinator. Designated U.S. Department of

Transportation Regional representative for providing and coordinating emergency transportation

resources.

**RNAT** Rapid Needs Assessment Team. The joint Federal/State RNAT conducts field surveys of

specific disaster areas.

**ROC Regional Operations Center.** FEMA regional centers, now called the Regional Response

Coordination Centers - RRCC.

**RPA** Request For Public Assistance. A form used by a state, local or tribal government or a public or

private non-profit organization to apply for disaster assistance from the Federal Emergency

Management Agency.

**RRCC** Regional Response Coordination Center. Located in Maynard, Massachusetts, the Region I RRRC

is a Federal interagency operations center for coordination of Federal support to states in disasters and

emergencies. The RRCC houses the Federal Emergency Response Team (ERT) prior to the

establishment of the Joint Field Office (JFO) in the disaster-affected State. (RRCC was called the ROC – Regional Operations Center and the JFO was called the DFO – Disaster Field Office in the Federal

Response Plan.)

**RRT** Regional Response Team. The Regional Response Team operates under the provisions of the

National Contingency Plan and is Co-Chaired by the US Environmental Protection Agency and the US Coast Guard. The CT DEP provides the designated State Coordinator who works with the RRT

and with state and local governments at hazardous materials incident scenes.

SA Staging Area

SAC Special Agent in Charge (FBI)

**SALT** Staging Area Liaison Team. A team of Federal and State agency representatives operating out of

the temporary Staging Area facility at which emergency services personnel and equipment are

temporarily located pending assignment, release, or reassignment.

**SAMT** Staging Area Management Team. Team of designated state agency staff responsible for receiving

items from the Federal Staging Area, tracking items, and shipping items to Local Distribution

Centers.

**SAO** State Approving Official. This could be the Governor's Authorized Representative [GAR] or an

Alternate GAR who provides final approval on requests for Federal assistance.

SATCOM Satellite Communications SAO State Approving Official

SBCCOM U.S. Army Soldier and Biological Chemical Command

**SBC-SNET SBC Communications, Inc - Southern New England Telephone** – Now operated as **AT&T**.

**SCBA** Self-Contained Breathing Apparatus

**SCO State Coordinating Officer.** State official designated by the Governor in the FEMA-State Agreement

following a Presidentially-declared disaster or emergency to coordinate state and local response and recovery activities with those of the federal government. The SCO is usually the State Emergency

Management and Homeland Security Commissioner.

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**State Donations Coordinator** SDC SEC **Structural Engineers Coalition** 

SERC **State Emergency Response Commission (State of Connecticut)** 

**SHMO State Hazard Mitigation Officer.** State official designated by the Governor in the FEMA-State

Agreement to ensure compliance with federal hazard mitigation requirements under the Robert T.

Stafford Disaster Relief and Emergency Assistance Act, as amended.

**SLGCP DHS Office of State and Local Government Coordination and Planning** 

State Liaison Officer. A FEMA official assigned to a particular State, who handles initial SLO

coordination with the State in the early stages of an emergency.

**State Medical Examiner SME** 

SNS **Strategic National Stockpile.** A pre-packaged, readily transportable stockpile of pharmaceutical and

medical supplies, antibiotics and antidotes for various chemical and biological agents. The SNS is

deployed by the Centers For Disease Control in Atlanta, GA.

SSA **State Staging Area.** State designated and operated facility/area where the State will keep materials

and equipment received from the Federal Staging Area, en route to the items being shipped to Local

Distribution Points.

**SSAMT State Staging Area Management Team** 

Simple Triage And Rapid Treatment/Transport System **START** 

**STOCS State Tactical On Scene Channel System** 

**SWP** 

**State Warning Point.** The State Department of Public Safety located at 1111 Country Club Road in Middletown, CT is the primary SWP. The DEMHS office at the Hartford Armory at 360 Broad Street

in Hartford, CT is the alternate SWP.

TAG **The Adjutant General.** The Commissioner of the State Military Department.

TAV **Total Asset Visibility.** System for accountable property tracking.

TCL Target Capabilities List

TDD/TT **Telecommunications Devices for the Deaf/Text Telephones** 

**Terrorism.** The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the US and its territories without foreign direction and whose acts are directed at elements of

the US government or population.

**TEU** U.S. Army Technical Escort Unit

**TILEIA** Terrorism Incident Law Enforcement and Investigation Annex of the National Response Plan

TRAF **Truck Receiving and Assignment Form TSA Transportation Security Administration (US)** 

**TSP Telecommunications Service Priority.** Under the National Telecommunications Support Plan, the

NSEP TSP System procedures provide, support and expedite government-furnished

telecommunications, commercially-leased communications, and other telecommunications services

TTIC **Terrorist Threat Integration Center** 

UC **Unified Command** 

UCS **Unified Command System.** Multi-agency, multi-jurisdictional command system in which

responding organizations jointly determine the operational goals and response strategies.

**UERN** Utility Emergency Radio Network. Radio network operated by Northeast Utilities

UI **United Illuminating** 

USACE U.S. Army Corps of Engineers **USAR Urban Search and Rescue** USC United States Code USCG **United States Coast Guard** 

**USDA United States Department of Agriculture USDOT United States Department of Transportation** 

UTL **Universal Task List** 

United Way Connecticut of Rocky Hill. Operates the State's Infoline call center and provides support UW

for the Donations Coordination Center, if activated.

VA **United States Department of Veterans Affairs** 

VAL Voluntary Agency Liaison. Each FEMA Region has a VAL who is responsible for providing advice

> on voluntary organization coordination and assisting States in developing a VOAD network. In disaster operations the VAL assists the local leadership in convening broad-based meetings at which voluntary organizations, FEMA, and the State share information on response and recovery activities.

**VOAD Voluntary Organizations Active in Disaster.** VOAD is a coalition of voluntary organizations

operating at the State and local levels that provide disaster services.

**VOLAG** Voluntary Agency (ies). The American Red Cross, Salvation Army, Foodshare, and Connecticut

Foodbank are examples.

**WMD Weapons of Mass Destruction.** Includes conventional, chemical, biological and nuclear/radiological

weapons. Any destructive device as defined in 18 USC, Section 2332a, as referenced in 18 USC 921, (which reads) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (B) poison gas; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or radioactivity at a level dangerous

to human life.

**WMDCST Weapons of Mass Destruction Civil Support Team.** National Guard team, formerly referred to as

a RAID Team.

**WMDICP Weapons of Mass Destruction Incident Contingency Plan of the FBI.** 

WPS Wireless Priority Service

Department of Emergency Management and Homeland Security
LOCAL EMERGENCY OPERATIONS PLAN REVIEW CHECKLIST

MUNICIPALITY: Wethersfield, Connecticut DATE OF LAST EOP REVIEW/UPDATE:March,2007

# Note: Items #1 thru #24 are same responses as submitted in 3-07 Review Checklist

Plan Criteria	In Plan	Where Addressed In Plan
1. Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	XX	Entire Plan & Annexes (See ] planning)
2. Describes organization structures, roles and responsibilities, policies and protocols for providing emergency support.	XX	Fully Descriptive, Including and explanatory text
3. Facilitates response and short-term recovery activities.	XX	See Page 16 - Recovery Phase other places
4. Is flexible enough to use in all emergencies.	XX	Is NIMS Compliant and specifi Staffing and Approach"
5. Describes the EOP purpose.	XX	Authority, Mission & Purpose
6. Describes the EOP situation and assumptions	XX	See IV. Situation and Assumpt
7. Describes the EOP concept of operations.	XX	See VI. Concept of Operation
8. Describes the EOP organization and assignment of responsibilities.	XX	See XII. Mission Assignments And Annex A. Page 59.
9. Describes the administration and logistics of the EOP.	XX	See XIII. Plan Development a Page 34
10. Describes the EOP development and maintenance.	XX	(Same Section As Above)
11. Describes the EOP authorities and references.	XX	See Section I Authority, Page places in EOP
12. Contains functional annexes.	XX	Yes - as written
13. Contains hazard-specific appendices.	XX	Management Decision - Specifi Approach
14. Contains glossary.	XX	Yes See Pages 142 - 151

15. Pre-designate jurisdictional and/or functional area representatives to the Incident Commander or Unified Command whenever possible.	XX	See Staffing Chart With Name Page 45.
16. Describes pre-incident and post-incident public awareness, education and communications plans and protocols.	XX	See Recovery Page IV Sware under descriptions of du
17. Describes warning procedures.	XX	Does at present - Contract Pe 911
18. Identifies local EOC and describes procedures for EOC activation.	XX	Contained in "Duties of CEO & Management Director- Call-up Staffing Chart provides and c
19. Describes procedures for communicating with State EOC.	XX	See Overview of Emergency Planage 142-148.
20. Describes procedure for declaring local state of emergency.	XX	Documents (Fill in the blanks Pg. 40 -43
21. Identifies shelters and describes sheltering procedures.	XX	See Shelter Annex for Review site/Capacity. Page 95
22. Plan is signed by CEO and EMD.	XX	Original Attached.
23. Emergency contact information is current	XX	Maintained as "Non-Public" by
24. Copies of the plan have been distributed to agency heads	XX	Is Acrobat fileDistribution available on Town Web Site.

#### LOCAL EMERGENCY OPERATIONS PLAN REVIEW CHECKLIST

MUNICIPALITY: Wethersfield, CT

DATE OF LAST EOP REVIEW/UPDATE: 03/07

The following checklist items (25 - 37) have been revised to include relevant plan criteria from Connecticut General Statutes Section 28-7(a), as amended by Public Act No. 07-11, which states that DEMHS shall not approve a local emergency plan of operations unless the plan proposes strategies to address certain "civil preparedness" (i.e. emergency management) activities. In order to be compliant, your plan may either (1) contain a strategy regarding an activity, or (2) contain a reference to another document that contains the strategy (for example, evacuation strategy may be found in your region's evacuation guide.) To assist you, please see p. 4 of this packet for sample responses for select checklist items.

Town's plan includes strategies, or references to document containing strategies, of the following civil preparedness activities:

Plan Criteria	In	Where Addressed In Plan or Su
	Plan	
25. Volunteer and/or paid emergency management personnel recruitment and training strategies	XX	Emergency Mgt. Director Job I (Contained in EMPG Package). Dist. Director(2 sites define
26. Procurement & stockpiling of necessary materials & supplies	XX	Shelter Annex. Ref. Pitkin Ce
27. Evacuation of persons to shelter areas	XX	Evacuation Annex in plan(detaplan)
28. Evacuation of pets and service animals	XX	See newly written Pet Annex i

	_	
29. Control of traffic, panic and provision of emergency public information (see also No. 16)	xx	Evacuation Annex. State Evacu "Recovery" section in plan. I on public and individual Assi Disaster Plan (on State suppl
30. Recovery measures (such as firefighting, rescue, emergency medical, health, sanitation services)	XX	Responsibilities defined and
31. Hazardous materials	XX	Fire Dept. SOP'S, Regional F (State)
32. Bomb threats	XX	EOP (Police & Fire). Coordir buildings.
33. Essential debris clearance	XX	Public Works & Tree Warden. completed
34. Emergency welfare measures	XX	Social Services Objective E(
35. Immediately essential emergency repair or restoration of damaged vital utilities facilities	XX	EOP and major consideration ε maintained with utility provi
The following two checklist additions		
reflect the new livestock requirement found		
in Public Act No. 07-173 and a CERT question:		
36. Town has considered whether to provide for the nonmilitary evacuation of livestock and horses, pursuant to Public Act 07-173, Section 5.	? Yes X No ? NA	6 horses in barn- Meadows lo trailer available on site.
37. If town participates in Community Emergency Response Team (CERT), activation procedures have been reviewed and followed.	? Yes ? No XX NA	

Name	of	Local	Reviewer:		Title:
				Date:	
_	-	~	_		-1.3
Name	Οİ	State	Reviewer:		Title:
				Date:	

ITAC/ICALL EQUIPMENT INVENTORY

MUNICIPALITY: Wethersfield

DATE OF LAST ICALL/ITAC EQUIPMENT INVENTORY : When Issued

Please provide ICALL/ITAC Portable Radio Serial Numbers for Fire, Police, Emergency Management and Emergency Medical Services.

ICALL/ITAC Portable Radio Inventory (Include Serial Number)

Fire Serial # 355CDG0402 Z Located in Staff Office, Fire Headquarters Shows # 1499 on front

Police Serial # 355CDG0475 Z. Located in Wethersfield Dispatch Shows # 1691 on

front

EMD Serial # 1505892U01 With EMD Shows # 1631 on front

EMS None

Name of Person Providing Inventory: Richard Fippinger Title: Wethersfield

Emergency Management Director

Date of This Inventory: July 11, 2008